

**To: The Chairman and Members of the  
Community and Environment Board  
(Councillors May, L Dirveiks, Fox, Freer, Gordon,  
Lewis, M Moss, Payne, Phillips, Pickard, Sherratt,  
Smitten, Y Stanley, and Wykes).**

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

For general enquiries please contact Jenny Price,  
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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**

**25 January 2010**

The Community and Environment Board will meet in The Chamber, The Council House, South Street, Atherstone, Warwickshire on Monday 25 January 2010, at 6.30pm.

### **AGENDA**

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

- 4 **Request for discussion of En Bloc items.**
- 5 **Minutes of the Meeting of the Board held on 28 September 2009** - copy herewith, to be approved as a correct record and signed by the Chairman.

## **PART A – ITEMS FOR DISCUSSION AND DECISION (WHITE PAPERS)**

- 6 **Corporate Plan 2010/11** – Report of the Chief Executive.

### **Summary**

The purpose of this report is to seek the Board's approval to those parts of the Corporate Plan for which it is responsible and to agree the 2010-11 Service Plans for the Leisure & Community Development, Streetscape and Environmental Divisions.

The Contact Officer for this report is Jerry Hutchinson 719200

- 7 **Removal of Sunbeds in Leisure Facilities** – Report of the Assistant Director (Leisure and Community Development).

### **Summary**

This report seeks the Board's consideration of a proposal to remove sunbeds from the Council's leisure facilities in view of recent information that identifies a direct link between the use of UV sunbeds and cancer.

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

- 8 **General Fund Fees and Charges 2010/11** – Report of 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 2009/10 and the proposed fees and charges for 2010/11.

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

- 9 **General Fund Revenue Estimates 2010/11** – Report of Director of Resources.

### **Summary**

This report covers the revised budget for 2009/10 and estimates of expenditure for 2010/11 together with forward commitments for 2011/12 and 2012/13.

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

- 10 **Capital Programme Bids – Leisure and Community Development Division –**  
Report of the Assistant Director (Leisure and Community Development).

**Summary**

This report identifies proposals for schemes to be included within the Council's capital programme over the next three years (from 2010/11). They each relate to the enhancement of services and facilities within the Leisure and Community Development Division.

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

- 11 **Capital Programme Bids – Streetscape -** Report of the Assistant Director (Streetscape)

**Summary**

This report highlights capital schemes relating to municipal buildings, litter bins and car parks under the control of the Community and Environment Board which have been proposed by the Streetscape Division for inclusion.

The Contact Officer for this report is Chris Jones (719265).

- 12 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2009 – November 2009 –** Report of the Chief Executive and Director of Resources.

**Summary**

This report informs Members of the actual performance and achievement against the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for the period April 2009 to November 2009.

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

- 13 **Climate Change Strategy –** Report of the Assistant Chief Executive and Solicitor to the Council.

**Summary**

This report seeks the Board's approval of the draft Climate Change Strategy.

The Contact Officer for this report is Steve Maxey (719438).

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

- 14 **Prosecution Outcomes – Three Fly Tipping and Waste (Duty of Care) Offences**  
– Report of the Assistant Chief Executive and Solicitor to the Council

### **Summary**

The report updates Members on the outcome of a three prosecutions brought following cases of fly tipping.

The Contact Officer for this report is David Baxendale (719322)

- 15 **Minutes of the Health, Well-being and Leisure Portfolio Group Meetings held on 18 September 2009 and 16 December 2009** – copies herewith.
- 16 **Minutes of the Community Life Portfolio Group Meetings held on 4 November 2009 and 9 December 2009** – copies herewith.

## **PART C – EXEMPT INFORMATION (GOLD PAPERS)**

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

### **Recommended:**

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

- 18 **Atherstone Leisure Complex Crèche** – Report of the Assistant Director (Leisure and Community Development).

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

JERRY HUTCHINSON  
Chief Executive

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

28 September 2009

Present: Councillor May in the Chair

Councillors L Dirveiks, Freer, Gordon, Lewis, M Moss, Pickard, Sherratt and Smitten.

Apologies for absence were received from Councillors Fox, Payne, Phillips, Y Stanley and Wykes.

Councillor Sweet was also in attendance and with the consent of the Chairman spoke on Minute No. 14 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2009-June 2009 and Minute No. 15 Financial Assistance to Outside Organisations.

#### 10 **Declarations of Personal or Prejudicial Interests**

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

#### 11 **Minutes**

The minutes of the meeting held on 8 June 2009, copies having been previously circulated were approved as a correct record and signed by the Chairman.

#### 12 **Budgetary Control Report 2009/2010 Period Ended 31 August 2009**

The Assistant Director (Finance and Human Resources) reported on the expenditure and income from the period 1 April 2009 to 31 August 2009.

**Resolved:**

**That the report be noted.**

#### 13 **Leisure Facilities – Bank Holiday Closure**

The Assistant Director (Leisure and Community Development) sought the Board's approval for the Bank Holiday closure of the leisure facilities during 2010/11 and also informed Members of the impending extended closure of Atherstone Swimming Pool for essential repairs to the Glu Lam Beams.

**Resolved:**

- a That the schedule of leisure facility closures, as set out in paragraph 3.3 of the report of the Assistant Director (Leisure and Community Development), be approved; and**

- b That the extended closure period at Atherstone Swimming Pool, consequent upon the previously reported need to effect essential repairs to the Glu Lam Beams, be noted.**

**14 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2009 – June 2009**

The Board was informed of the actual performance and achievement against the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for the first quarter April 2009 to June 2009.

**Resolved:**

**That the report be noted.**

**15 Financial Assistance to Outside Organisations**

The Assistant Director (Leisure and Community Development) informed the Board of the delay to reporting on progress by Warwickshire Community and Voluntary Action – North Warwickshire (WCAVA – NW) and North Warwickshire Citizens Advice Bureau (NW CAB) and provided an update on the current position with regard to the countywide tender for “Voluntary and Third Sector Support Services”. Additionally, the Board was asked to note the support being provided to Warwickshire Rural Community Council and further consider the future working relationship with this organisation.

**Resolved:**

- a That the countywide proposal that the Volunteer and Third Sector Support Services in Warwickshire are to be jointly monitored through the “Grant Agreement for Third Sector Support Services and Volunteer Development Services in Warwickshire 2009-10” in line with the Third Sector Strategy timetable, and that a full six monthly update report on services in North Warwickshire be provided in October 2009, be noted;**
- b That following successful six monthly reviews of the CAB and WCAVA, the Assistant Director (Community and Development) in consultation with the Chairman and Vice-Chairman of the Board, be authorised to release half-yearly payments to these organisations in accordance with the approved Service Level Agreements;**
- c That the “Principles and Outcomes for Volunteering and Third Sector Support Services in Warwickshire (VATS Service)”, attached at Appendix B to the report of the Assistant Director (Leisure and Community Development), and that this agreement will run for three years with effect from 1 April 2010, with the option to extend it for a further period, up to a maximum of three years both be noted;**

- d That in respect of recommendation (c) above, the Board agrees, in principle, to fund WCAVA for three years be subject to the revenue resources being available and that this issue be considered within the annual process of setting the Council's future revenue budgets;
- e That a review be undertaken of the services provided by WRCC and the funding provided through North Warwickshire Borough Council, with a view to identifying what should be the nature of any future relationship between these organisations; and
- f That an investigation of the current arrangements for supporting village shops in North Warwickshire be undertaken and options identified for future support programmes.

**16 Leisure and Community Development Division – Action Plans**

The Assistant Director (Leisure and Community Development) informed Members of the progress that had been made in respect of achieving the actions identified in the Leisure and Community Development Division's approved 2009/10 action plans (Partnership and Development, Landscape Management and Leisure Facilities sections).

**Resolved:**

**That the progress made by the Partnership and Development, Landscape Management and Leisure Facilities sections of the Leisure and Community Development Division in achieving the outcomes identified in the corresponding service action plans, be noted.**

**17 Free Swimming Programme Updates**

The Assistant Director (Leisure and Community Development) updated the Board on the initial impact of the Borough Council's involvement in the Government's two-year Free Swimming Programme, which commenced at Atherstone Swimming Pool on 1 April 2009.

**Resolved:**

- a **That the positive impact on participation levels further to the Borough Council's decision to engage in the Government's two-year Free Swimming Programme, be noted; and**
- b **That a letter be sent to the Department for Culture Media and Sport in support of the Government's Free Swimming Programme and that it be urged to continue to fund the Programme beyond the currently anticipated conclusion of the scheme in 2010/11.**

18 **LEADER Project Progress Report**

The Director of Community and Environment updated the Board on the progress of the LEADER Project.

**Resolved:**

**That the report be noted.**

19 **Exclusion of the Public and Press**

**Resolved:**

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

20 **Leisure Facility Opening Hours**

The Assistant Director (Leisure and Community Development) detailed proposed changes to the hours of operation of a number of the Council's leisure facilities and outlined the consequent financial and human resource implications of any such changes.

**Resolved:**

- a That the changes to the opening hours at the Council's leisure facilities in Coleshill and Polesworth, as detailed in the report of the Assistant Director (Leisure and Community Development,) be agreed and implemented at the earliest available opportunity;**
- b That following consultation with the unions and staff directly affected by the changes identified in the report, the human resource implications thereof be reported to Resources Board; and**
- c That a decision relating to the proposed changes at Atherstone Leisure Complex be deferred and that an options appraisal report be brought back to the Board.**

M.MAY  
Chairman

## **Agenda Item No 6**

### **Community and Environment Board**

**25 January 2010**

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

#### **Corporate Plan 2010 - 11**

#### **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 to those parts of the Corporate Plan for which it is responsible and to agree the 2010-11 Service Plans for the Leisure & Community Development, Streetscape and Environmental Divisions.

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

- a** That those parts of the Corporate Plan 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 Portfolio Holder, Shadow Portfolio Holder and Ward Members**

- 2.1.1 Discussions relating to issues contained within the Appendices have taken place at Portfolio Groups.

#### **3 Report**

- 3.1 Corporate Plan and Divisional Service Plans for 2009-10 were agreed in the January/February cycle of meetings last year and adopted by Full Council in February 2009 at the same time as the 2009-10 Budget.
- 3.2 In 2006 the Council produced a new style of Corporate Plan more closely aligned to the North Warwickshire Sustainable Community Strategy and incorporating a long term Vision.
- 3.3 Members will be aware that the Sustainable Community Strategy has recently been reviewed and now has three key themes. Public Agencies in the County have also agreed a Warwickshire Sustainable Communities Strategy. Consequently, a number of revisions have been made to the format for the Corporate Plan.

3.4 The Plan shows:

- Progress over the previous 12 months.
- Objectives and targets for 2010-11.
- Clear links as to how the achievement of the Council's priorities will assist in the delivery of the objectives contained in the North Warwickshire Sustainable Community Strategy, the County Sustainable Community Strategy and Warwickshire's Local Area Agreement Targets.
- Key milestones for the future.

3.5 Appendix A sets out proposals for those aspects of the Corporate Plan which fall within the remit of the Community and Environment Board. Proposals for the 2010/11 Corporate Plan reflect discussions which have taken place at Portfolio Groups in appropriate cases. Members are requested to recommend to the Executive Board that the relevant parts of Appendix A are agreed (Appendix A to follow).

3.6 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.

3.7 The Service Plans for the Leisure and 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.

3.8 Where there are any budget implications for another Board arising out of work programmes, those implications will be drawn to the attention of the relevant Board 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 are dealt with in the Budget Report also on this agenda.

3.9 Once the Corporate Plan and Divisional Service Plans have been agreed, the reporting procedures for monitoring performance will be 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 meeting, and
- Overview and Scrutiny Boards to monitor the performance of indicators and targets where the traffic light is amber and red.

## 4 Report Implications

### 4.1 Financial and Value for Money Implications

4.1.1 Where possible, targets and indicators for 2010-11 will be achieved from within existing Board 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

## STREETSCAPE SUMMARY ACTION PLAN 2009/10

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. Maintain (and where possible, improve on) 2009/10 street cleanliness standards	Protecting and Improving Our Environment	Assistant Director (Streetscape)  Streetscape Manager  Transport & Operations Manager	April 2010	March 2011	High	<ul style="list-style-type: none"> <li>○ To achieve NI195 cleanliness scores for litter and detritus of less than 5%</li> <li>○ Exceed national standards</li> <li>○ To be in the top quartile for cleanliness among SPARSE authorities</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets.</li> <li>○ Continued use of extra vehicle and operatives on rural &amp; main roads.</li> <li>○ Extra traffic management on trunk and rural roads – cost approx £650 per day</li> <li>○ Contract costs of mechanical sweeping and weekend cleaning</li> </ul>
SC2. Maintain (and where possible. Improve on) levels of public satisfaction with the street cleansing service (currently at 65% - Q1). Continue to investigate other methods of engaging with the community on Public Realm Issues in line with the Council's Communication Strategy	“	Assistant Director (Streetscape)	April 2010	March 2011	High	<ul style="list-style-type: none"> <li>○ Results of Householder Satisfaction Survey</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Cost of specific consultation exercises</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. Continue to develop effective and pro-active measures for the reduction of discarded litter and dog fouling through closer working arrangements with Environmental Health and within the Streetscape Division itself.	"	Assistant Director (Streetscape)  <i>Head of Environmental Health</i>	April 2010	Ongoing	High	<ul style="list-style-type: none"> <li>○ Number of fixed penalty notices issued</li> <li>○ Level of publicity for environmental enforcement</li> <li>○ Overall reduction in levels of litter</li> <li>○ Greater levels of public satisfaction with street cleanliness</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Revenue from fixed penalty charges</li> <li>○ Specific training for Street Wardens</li> </ul>
<b>Civil Parking Enforcement</b>							
CPE1. Consider partnership arrangements with Nuneaton & Bedworth BC with a view to commence necessary processes for the introduction of on-street parking enforcement through TMA 2004.		Assistant Director (Streetscape)  Streetscape Manager	April 2010	Ongoing	High	<ul style="list-style-type: none"> <li>○ Evaluate and the Development of shared services for on-street parking enforcement</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets for initial enquires</li> </ul>
CPE2.Set-up project board between Warwickshire County Council and NWBC with the objective successfully achieving designed policy outcomes.		Assistant Director (Streetscape)  Streetscape Manager	April 2010	Ongoing	High	<ul style="list-style-type: none"> <li>○ Established project board</li> <li>○ Improved availability of short term on-street parking spaces in town centres</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets for initial enquires</li> <li>○</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. Continual active participation and involvement with Parking Management Group of Warwickshire.		Assistant Director (Streetscape)  Streetscape Manager	Ongoing			<ul style="list-style-type: none"> <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> </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	“	Assistant Director (Streetscape)  Streetscape Manager	April 2010	Ongoing	High	<ul style="list-style-type: none"> <li>○ Flooding &amp; Drainage issues identified and action taken to address them</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>
FR2. Seek to attract external funding for property-level flood protection and resilience.		Assistant Director (Streetscape)  Streetscape Manager	April 2010	Ongoing	High	<ul style="list-style-type: none"> <li>○ Successful award of external bid and implementation of flood warden scheme in the village of Fillongley.</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets for initial enquires</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>Grounds Maintenance</b>							
GM1. Assist in the implementation of action plans etc. arising from Grounds Maintenance review being undertaken by the Landscape Manager.	"	Assistant Director (Streetscape)  Streetscape Management Team (SMT)	April 2010	March 2011	High	○ Action Plan devised and implemented	○ Staff time within existing budgets
GM2. Continue to support "In Bloom" initiatives and encourage greater involvement across the Borough	"	Assistant Director (Streetscape)  SMT	April 2010	Ongoing	Medium	○ Greater participation and increased success in "In Bloom" competition	○ Staff time within existing budgets
<b>Transport</b>							
T1. Continue to monitor and review vehicle usage and requirements across the Council in line with the broader aims of the Council's Climate Change Strategy	"	Assistant Director (Streetscape)  Transport & Operations Manager	April 2010	March 2011	Medium	○ Monitoring undertaken – NI185 information collated and recorded	○ Staff time within existing budgets.

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
T2. Undertake vehicle fleet renewals in accordance with the agreed programme	“	Transport & Operations Manager	April 2010	March 2011	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>
<b>Refuse Collection &amp; Recycling</b>							
RR1. Implement outcomes of Scrutiny review of Recycling Services	“	Assistant Director (Streetscape)  Refuse & Recycling Manager	April 2010	October 2010	High	<ul style="list-style-type: none"> <li>O&amp;S recommendations implemented</li> </ul>	<ul style="list-style-type: none"> <li>Staff time within existing budgets</li> <li>Access to local transfer station key to developing new schemes</li> <li>Currently no identified funding for any expansion or significant service changes arising from the review</li> </ul>
RR2. Continue to promote recycling through advertising and awareness raising and increase participation including specific targeted initiatives in identified areas across the Borough	“	Assistant Director (Streetscape)  Refuse & Recycling Manager  CDO (Env)	April 2010	March 2011	High	<ul style="list-style-type: none"> <li>Increased participation</li> <li>Higher recycling rates</li> </ul>	<ul style="list-style-type: none"> <li>Staff time within existing budgets</li> <li>Promotional material funded from 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
RR3. Review the Business Waste Recycling pilot scheme implemented across the Borough in 2009	“	Refuse & Recycling Manager	April 2010	October 2009	High	<ul style="list-style-type: none"> <li>○ High participation levels</li> <li>○ Scheme demonstrably self-funding</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time</li> <li>○ Extra resources supplied by BREW and WCC</li> </ul>
RR4. Introduce isolated rural collection service for at least two dry recyclables and garden waste in line with the requirements of the Household Waste Recycling Act 2005	“	Assistant Director (Streetscape)  Refuse & Recycling Manager	April 2010	December 2009	High	<ul style="list-style-type: none"> <li>○ 100% of all households covered</li> </ul>	<ul style="list-style-type: none"> <li>○ Ongoing revenue cost previously identified in financial strategy</li> <li>○ Small compaction vehicles supplied by WCC</li> </ul>
RR5. Continue to monitor usage levels and resource requirements of cardboard and plastic banks and review expansion of facilities undertaken in 2009/10. Expand if feasible.	“	Refuse & Recycling Manager	April 2010	March 2011	Medium	<ul style="list-style-type: none"> <li>○ Service extended (where possible)</li> </ul>	<ul style="list-style-type: none"> <li>○ Funded from existing budgetary provision</li> </ul>
RR6. Use vehicle tracking technology to improve efficiency and identify potential savings – possible partnership with neighbouring authorities	Making Best Use of Our Resources	Refuse & Recycling Manager	April 2010	June 2010		<ul style="list-style-type: none"> <li>○ Surveys undertaken</li> <li>○ Round efficiencies identified</li> </ul>	<ul style="list-style-type: none"> <li>○ Revenue cost to be met from Streetscape reserves</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
RR7. Continue to explore opportunities for joint depot provision with NBBC and HBBC as well as WCC etc.	Making Best Use of Our Resources	AD(S) Refuse & Recycling Manager	April 2010	October 2010	High	<ul style="list-style-type: none"> <li>○ Potential depot locations identified</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time</li> </ul>
<b>Facilities Management</b>							
FM1. Continue to test 100% of the electrical installation in the Council House and undertake appropriate improvement works as necessary	Making Best Use of Our Resources  Strategic Resource Management	Assistant Director (Streetscape)  Facilities Manager	April 2010	March 2011	High	<ul style="list-style-type: none"> <li>○ All necessary inspections undertaken</li> <li>○ All proposed works completed</li> </ul>	<ul style="list-style-type: none"> <li>○ Funds allocated from Capital Programme</li> </ul>
FM2. 10 Yr Capital Programme. Implement 5 <sup>th</sup> Year	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2010	March 2011	High	<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>
FM3. Planned maintenance – implement planned maintenance programmes	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2010	March 2011	High	<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
FM4. Complete implementation of relevant improvements identified in the Facilities Management Improvement Plan	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2010	March 2011	Medium	<ul style="list-style-type: none"> <li>○ Achieve targets and implement identified improvements</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>
FM5. Implement any identified actions/projects arising from 2009/10 review of DDA issues at Council properties	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2010	October 2010	High	<ul style="list-style-type: none"> <li>○ Any identified actions/projects implemented</li> </ul>	<ul style="list-style-type: none"> <li>○ Actions funded from Capital Programme</li> </ul>
<b>Asset Management</b>							
AM1. Review Corporate Property Strategy in light of the results of the Accommodation Project and revise the Council's Asset Management Plan and Asset Register accordingly	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2010	October 2010	High	<ul style="list-style-type: none"> <li>○ Review Completed</li> <li>○ Report to Board – new Strategy &amp; Plan adopted and implemented</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
AM2. Implement strategy for maximising occupancy of commercial and industrial units	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2010	June 2010	High	<ul style="list-style-type: none"> <li>○ Strategy implemented</li> <li>○ Occupancy levels increased</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: Take an active role in reducing the Council's energy consumption and carbon emissions	Making Best Use of Our Resources	Management Team, Assistant Director (Streetscape)	On-going		High	<ul style="list-style-type: none"> <li>○ Measured by NI185</li> <li>○ Reduction in Energy/cost saving</li> <li>○ Reduction in Carbon Emissions</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Invest to Save?</li> <li>○ Carbon Trust loans where appropriate?</li> </ul>
<b>Borough Regeneration</b>							
BR1. Continue to progress regeneration projects in Atherstone, Coleshill and elsewhere within the Borough	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2010	March 2011		<ul style="list-style-type: none"> <li>○ Projects on schedule and on budget</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>
<b>Climate Change &amp; Sustainability</b>							
CC1. Continue to review the Council's policies and procedures in relation to Climate Change and Sustainability through the Environment Portfolio Holder Group	Protecting and Improving Our Environment	Assistant Director (Streetscape)	April 2010	March 2011	High	<ul style="list-style-type: none"> <li>○ Any identified actions implemented</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
<b>Value for Money / Efficiency</b>							
VM1. Monitor identified savings for 2010/11. Identify potential future savings for future years across whole Division	Making Best Use of Our Resources	Assistant Director (Streetscape)	April 2010	March 2011	High	<ul style="list-style-type: none"> <li>All identified savings achieved</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) in relation to data quality and security	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	April 2010	March 2011	High	<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>
PI2. Review Streetscape performance on NIs published by DCLG and consider basket of local PIs to monitor progress. Use data to highlight areas for improvement or reassessment.	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	April 2010	March 2011	High	<ul style="list-style-type: none"> <li>All relevant local and national performance indicators (incl. corporate plan and LAA indicators) reviewed and appropriate action plans devised and implemented where necessary</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
PI3. Oversee the gathering, recording, collation and reporting of information relating to CO <sub>2</sub> reduction as required for NI185 and NI194.	Protecting and Improving Our Environment	Assistant Director (Streetscape)  Facilities Manager  Transport & Operations Manager	April 2010	March 2011	High	<ul style="list-style-type: none"> <li>All required Information gathered and reported</li> </ul>	<ul style="list-style-type: none"> <li>Staff time within existing budgets</li> </ul>
<b>Use of Technology</b>							
UT1. Consider future IT requirements to support divisional restructure and modern working methods to increase capacity and efficiency	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	April 2010	March 2011	Medium	<ul style="list-style-type: none"> <li>Divisional Plan completed</li> </ul>	<ul style="list-style-type: none"> <li>Staff time within existing budgets</li> </ul>
UT2. Continue to develop & improve Streetscape content on the Council's website	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	April 2010	March 2011	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>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
<b>Health &amp; Safety / Risk Management</b>							
HS1. Review the Streetscape Business Continuity Plan	Making Best Use of Our Resources	Assistant Director (Streetscape)	September 2010	October 2010	High	<ul style="list-style-type: none"> <li>○ Business Continuity Plan review completed</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>
HS2. Review and update Risk Assessments across the Division as necessary	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2010	March 2010 (Review September 2010)	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>
HS3. Undertake six monthly audits in line with H&S Audit Policy	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2010	March 2011 (Review September 2010)	High	<ul style="list-style-type: none"> <li>○ Audits completed</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
<b>Customer Surveys/Consultation</b>							
CS1. Continue to investigate and implement additional survey methods across services, including greater use of electronic survey methods	Making Best Use of Our Resources  Enhancing Community Engagement & Access to Services	Assistant Director (Streetscape)	April 2010	March 2011	Medium	<ul style="list-style-type: none"> <li>○ Greater feedback from customers</li> <li>○ Improved satisfaction levels</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>
CS2. Consult and promote widely on Public Realm issues incl. feedback on actions taken. Implement any actions identified following gathering of NI14 (avoidable contact) data	Protecting and Improving Our Environment  Enhancing Community Engagement & Access to Services  Making Best Use of Our Resources	Assistant Director (Streetscape)  Streetscape Manager	April 2010	March 2011	Medium,	<ul style="list-style-type: none"> <li>○ Greater feedback from customers and stakeholders</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
<b>Equality &amp; Diversity</b>							
ED1. Continue to carry out Equality Impact Assessments on divisional services and policies, implementing appropriate changes as necessary	Enhancing Community Engagement & Access to Services	Assistant Director (Streetscape)  SMT	April 2010	March 2011	High	<ul style="list-style-type: none"> <li>○ EIAs carried out and actions fully implemented</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Extra funding may be required for specific activities</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 2010	June 2010	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>
WP2. Continue to monitor sickness absence, deal with identified issues as appropriate and review associated management processes	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	April 2010	March 2011	High	<ul style="list-style-type: none"> <li>○ Reduced sickness absence</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>
WP3. Implement new divisional structure	Making Best Use of Our Resources	Assistant Director (Streetscape)	May 2010	August 2010	High	<ul style="list-style-type: none"> <li>○ New structure implemented</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ New structure may have revenue cost implications</li> </ul>

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	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, the Corporate Plan and the Warwickshire Local Area Agreement</b></li> </ul>	Raising Aspirations / Developing Healthier Communities / Improving Access to Services  Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Our Resources  NI 6 (Volunteering) / NI 21 (ASB) / NI 56 (Childhood Obesity) / NI 69 (Bullying) / NI 110 (Young People and Positive Activities) / [continued on next page]	AD (L&CD)	April 2010	On-going	High	C&E Board approval of actions taken in support of the North Warwickshire Sustainable Community Strategy, the Corporate Plan and the Warwickshire LAA	

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>(as above)</li> </ul>	<p>NI 120 (All Age All Cause Mortality) / NI 123 (Smoking) / NI 195 (Environmental Cleanliness) / NI 197 (Local Biodiversity) /</p> <p>NI 112 (U18 Conception Rate) / LI 7 (Fruit and Vegetables Five-a-Day) / LI 8 (Physical Activity Five-a-Week) / NI 8 (Adult Participation in Sport) / LI 11 (Number of Older People Who Fall)</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>						

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	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 recently revised and adopted Child Protection Policy</b></li> </ul>	Developing Healthier Communities / Improving Access to Services  Access to Services / Tackling Health Inequalities / Tackling Crime and the Fear of Crime  NI 69 / NI 110	CE & AD (L&CD)	April 2010	On-going	High	C&E Board approval of actions taken in support of the Warwickshire Safeguarding Children Board  Implement the new Child Protection Policy	Need to provide training for key individuals throughout the Council

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>• <b>Within the context provided by the corporate “Health, Well-being and Leisure Strategy” and on-going discussions relating to “Building Schools for the Future”, determine and commence implementation of the approach to the future provision, management and operation of the Council’s leisure facilities</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 21 / NI 56 / NI 69 / NI 110 / NI 120 / LI 8 / NI 8</p> <p>Enhance Activity Provision for Teenagers / Improve Leisure Facilities</p>	DoCE / AD (L&CD) & LFM	April 2010	March 2013	High	Approach to the future provision, management and operation of the Council’s leisure facilities endorsed by the C&E Board	

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>Implement Phase 3 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan</li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 21 / NI 56 / NI 110 / NI 120 / NI 195 / NI 197 / LI 7 / LI 8 / NI 8</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	AD (L&CD) & LM	April 2010	March 2011	High	Actions identified in Phase 3 of the Action and Funding Plan completed, reported to and endorsed by the C&E Board	The significant resource implications are detailed in the supporting Action and Funding Plan

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<b>Supporting Divisional Actions for 2007/08</b>							
<ul style="list-style-type: none"> <li><b>In conjunction with the NW Children, Young People and Their Families (CYP&amp;F) theme group, reinvigorate the North Warwickshire Play Partnership and thereafter continue to co-ordinate implementation of the NW Play Strategy, in accordance with the revised Action Plan</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 6 / NI 21 / NI 56 / NI 69 / NI 110 / LI 8</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	PDM / LM & CDO (YP&I)	April 2010	On-going	Medium	Projects implemented in accordance with the revised Action Plan	External funding support in the sum of £200,000 received through the Big Lottery Fund's Children's Play Programme

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>In conjunction with other Divisions and partner organisations, as appropriate, encourage communities to identify and report public realm concerns and thereafter ensure that sustainable local “clean up” initiatives are undertaken</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 6 / NI 21 / NI 110 / NI 195 / NI 197 / LI 8</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces</p>	<p>PDM / LM / CDO (E) &amp; CDO (SC)</p>	<p>April 2010</p>	<p>March 2011</p>	<p>High</p>	<p>Support four “community clean ups” (one per Area Forum) in 2010/11</p>	

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>• <b>Work with Warwickshire County Council, relevant agencies and other divisions to support and deliver activities that promote waste minimisation, recycling, litter awareness and dog fouling, including through education in schools and support for the national eco-schools programme</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 6 / NI 21 / NI 110 / NI 195 / LI 8</p> <p>Improve Parks and Open Spaces</p>	<p>PDM / CDO (E)</p>	<p>April 2010</p>	<p>March 2011</p>	<p>High</p>	<p>Work with eight schools to promote environmental education and deliver related activity</p>	

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>In conjunction with NHS Warwickshire, continue to co-ordinate the sustainable development of Wellness Matters, including its expansion into targeted outreach communities, and the promotion of healthy lifestyles and healthy eating</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 56 / NI 110 / NI 120 / NI 123 / NI 112 / LI 7 / LI 8 / NI 8 / LI 11</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	CDO (HI)	April 2010	On-going	High	Delivery of the anticipated outcomes within the Wellness Matters Action Plan	

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	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, raise levels of physical activity within the community.</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 21 / NI 56 / NI 110 / NI 120 / LI 8 / NI 8 / LI 11</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	<p>PDM / LFM / CDO (HI) / CDO (SI&amp;S) / CSCD O</p>	<p>April 2010</p>	<p>On-going</p>	<p>High</p>	<p>Increase the percentage (By 1% -from 23.6% to 24.6%) of adults undertaking a minimum of 30 minutes physical activity five or more times per week, the number of attendances at sessions being co-ordinated and delivered through the School Sport Partnership and the number of clubs achieving Club Mark status</p>	<p>CIF grant received to support the three-year appointment of the Sports Club Development Officer</p>

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	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 PACT processes</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 21 / NI 69 / NI 110 / NI 195 / LI 8 / NI 8</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	<p>PDM / LM &amp; CDO (SC)</p>	<p>April 2010</p>	<p>On-going</p>	<p>High</p>	<p>CDRP and Area Fora approval of actions taken through PACT processes</p>	<p>External funding is often required to undertake appropriate actions</p>

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>• <b>Ensure the successful delivery of the AWM funded LEADER programme, in partnership with WCAVA and the North Warwickshire Local Action Group</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 6 / NI 110 / NI 197 / LI 8</p> <p>Improve Parks and Open Spaces and Leisure Facilities</p>	<p>AD (L&amp;CD) / PDM / CDO (RR)</p>	<p>April 2010</p>	<p>March 2013</p>	<p>High</p>	<p>Board and LAG approval of delivery against the provisions of the corresponding Action Plan</p>	<p>Possible AWM Leader programme management / administration training for PDM and CDO (RR)</p>

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>Work with local communities to assist in the implementation of Parish Plan priorities</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 6 / NI 110 / NI 195 / NI 197</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	CDO (RR)	April 2010	On-going	High	Number of actions implemented with the assistance of the CDO (RR)	External funding is often required to undertake appropriate actions identified within Parish Plans – the CDO (RR) will support communities to apply for grant aid

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>• <b>Provide positive interventions to address anti-social and nuisance behaviour, including through targeted activities (e.g. Call4Sport, Activities4U, etc.)</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 6 / NI 21 / Ni 69 / NI 110 / NI 195 / LI 8 / NI 8</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	<p>PDM / CDO (SC) / CDO (YP&amp;I) &amp; CDO (SI&amp;S)</p>	<p>April 2010</p>	<p>On-going</p>	<p>High</p>	<p>Reduction in the number of reported anti-social / nuisance behaviour incidents</p> <p>Number of targeted interventions</p>	<p>External funding is often required to undertake appropriate actions</p>

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>Raise aspirations, skill levels and attainment through recognised vocational qualifications, volunteering and targeted activities (e.g. Cook and Taste, Activities 4U, leadership and environmental awards, etc.)</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 6 / NI 21 / NI 56 / NI 69 / NI 110 / NI 112 / LI 7 / LI 8 / NI 8</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	<p>PDM / All CDOs</p>	<p>April 2010</p>	<p>On-going</p>	<p>High</p>	<p>Number of participants who achieve a recognised qualification or skill</p> <p>Number of targeted interventions</p>	<p>External funding is often required to undertake appropriate actions</p>

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>• <b>Adopt the countywide Community Confidence Strategy and thereafter develop an Action Plan to address North Warwickshire residents' fear of crime and their low levels of community confidence.</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 21 / NI 69 / NI 110 / NI 195 / LI 8 / NI 8</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	CDO (SC)	April 2010	On-going	High	<p>Number of targeted interventions/campaigns</p> <p>Reduction in the number of residents who are fearful of crime</p>	External funding is often required to undertake appropriate actions

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>Within the context provided by the “Health, Well-being and Leisure Strategy”, identify and commence implementation of the short and long-term future of Coleshill Leisure Centre</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 56 / NI 110 / NI 120 / LI 8 / NI 8 / LI 11</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	<p>AD (L&amp;CD) / LFM</p>	<p>April 2010</p>	<p>March 2013</p>	<p>High</p>	<p>Board approval of the proposals and corresponding business plan(s) relating to the future of CLC</p>	<p>Future capital and revenue provision for CLC is being addressed through appropriate processes</p>

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>• <b>Continue the effective management, promotion and administration (including the monitoring and evaluation of performance) of the Free Swimming Programme at Atherstone Swimming Pool and, in conjunction with partners, seek to influence the DCMS to ensure the sustainability of the Programme beyond March 2011</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 21 / NI 56 / NI 110 / NI 120 / LI 8 / NI 8 / LI 11</p> <p>Enhance Activity Provision for Teenagers / Improve Leisure Facilities</p>	LFM	April 2010	March 2011	Medium	Increase in swimming participation for those people aged 60 years and over and 16 years and under	Central Government funding is being received to support the Free Swimming offer up to March 2011

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	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 Division, implement the approved outcomes of the Grounds Maintenance Service Review, thereby improving service delivery and operational efficiency</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>Ni 6 / NI 21 / NI 56 / NI 110 / NI 120 / NI 195 / NI 197 / LI 8 / NI 8</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	LM	April 2010	On-going	High	Board approval of progress in respect of the delivery of outcomes arising from the Grounds Maintenance Service Review	Capacity constraints may limit progress in this important area of work

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Policy, Strategy, Standards and Process							
<ul style="list-style-type: none"> <li><b>In conjunction with appropriate external organisations and key stakeholders, including within the context provided by the development of a county-wide Third Sector Strategy, review the Council’s schemes of financial assistance to outside organisations, to ensure their relevance to the priorities of the Sustainable Community Strategy and to the principles of the Warwickshire Compact</b></li> </ul>	Raising Aspirations / Developing Healthier Communities / Improving Access to Services  Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources  NI 6	PDM	April 2010	October 2010	Medium	Completion of review and adoption of new scheme criteria	

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>Subsequent to the completion of the Sport and Recreation and Parks and Open Spaces Value for Money Reviews, implement the agreed Action Plans accordingly</li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>LI 8 / NI 8</p> <p>Improve Parks and Open Spaces and Leisure Facilities</p>	<p>AD (L&amp;CD) / LFM / LM</p>	<p>April 2010</p>	<p>March 2011</p>	<p>High</p>	<p>Successfully implement approved VFM Action Plan provisions</p>	

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>Continue to review processes and procedures within the Division, including within the context provided by Internal Audit investigations and agreed recommendations, in order to ensure compliance with all appropriate corporate policies and protocols, including the Health and Safety Policy, counter fraud, use of resources and data quality requirements, etc.</li> </ul>	Making Best Use of Our Resources	AD (L&CD) / PDM / LFM & LM	April 2010	On-going	High	Processes and procedures that continue to comply with all internal policy requirements	

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Performance Management and Indicators							

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>• <b>Within the context provided by the Action Plans arising out of the Sport and Recreation and Parks and Open Spaces Value for Money Reviews, formulate and agree a sustainable and long-term approach to performance management (including the use of meaningful performance indicators and a Balanced Scorecard approach) within the Division</b></li> <li>• <b>Continue in membership of APSE in order to enable the benchmarking and critical examination of the Division's performance in a wider, external context</b></li> </ul>	<p>Making Best Use of Our Resources</p> <p>Improving Access to Services</p> <p>Access to Services / Making Best Use of Our Resources</p> <p>Improve Parks and Open Spaces and Leisure Facilities</p>	<p>AD (L&amp;CD) / LFM / LM / PDM</p> <p>LFM / LM</p>	<p>April 2010</p> <p>April 2010</p>	<p>October 2010</p> <p>March 2011</p>	<p>High</p> <p>High</p>	<p>Adoption of a new performance management framework</p> <p>Presentation and endorsement of performance reports by relevant Boards</p>	

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
E-Government							

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	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 Corporate Services Division, investigate the options and business case for procuring software to support relevant functions within the Division (e.g. Leisure Facilities, Grounds Maintenance, Play Areas, Tree Management, etc.)</b></li> </ul>	<p>Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>Improve Parks and Open Spaces and Leisure Facilities</p>	<p>PDM / LFM / LM</p>	<p>April 2010</p>	<p>October 2010</p>	<p>Medium</p>	<p>Agreed outcome of investigation to procure new software to support relevant activity within the Division</p>	<p>Need to identify revenue provision through which to procure any new software</p>

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Risk Management							

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<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 the potential abuse of vulnerable people and the loss of external funding support for Divisional activities)</b></li> </ul>	Improving Access to Services  Access to Services / Making Best Use of Resources  NI 69	AD (L&CD) / PDM / LFM & LM	April 2010	On-going	High	Approved risk moderations and reduction of risk levels within the Division	Vulnerable people and contractor issues raised corporately

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Consultation							

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>In pursuance of the outcomes of the aforementioned Value for Money Reviews, undertake consultation to inform the Division’s work in respect Community Development, Landscape Management and Leisure Facility provision</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	<p>PDM / LFM &amp; LM</p>	<p>April 2010</p>	<p>On-going</p>	<p>High</p>	<p>Analysed and documented outcomes of consultation work and Board approval of subsequently revised Action Plans, as appropriate</p>	<p>Activity to be supported through the Market Research budget</p>

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<b>Gershon and Value for Money</b>							
<ul style="list-style-type: none"> <li><b>Identify, implement and document efficiency savings within the Division, in accordance with corporate protocols</b></li> </ul>	Making Best Use of Our Resources	AD (L&CD) / PDM / LFM & LM	April 2010	On-going	Medium	Realised efficiency savings	
<b>Training and Development</b>							
<ul style="list-style-type: none"> <li><b>Ensure delivery of the Divisional Training Plan, particularly in respect of the following widely held needs: Financial Management, People Management, Child Protection and Health and Safety</b></li> </ul>	Raising Aspirations  Making Best Use of Our Resources and Developing our Workforce	AD (L&CD) / PDM / LFM & LM	April 2010	March 2011	High	Delivery of 80% of the Divisional Training Plan commitments	

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	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 theme groups and other sub-regional and local partnerships, as appropriate</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Protecting Our Environment / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 6 / NI 21 / NI 56 / NI 69 / NI 110 / NI 120 / NI 123 / NI 195 / NI 197 / NI 112 / LI 7 / LI 8 / NI 8 / LI 11</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	AD (L&CD) / PDM / LFM & LM	April 2010	On-going	High	Action plan progress endorsed by Community Partnership and other relevant groups	

Action	Links with the Sustainable Community Strategy / Corporate Plan / LAA Indicators / Place Survey	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<b>Equalities</b>							
<ul style="list-style-type: none"> <li><b>Undertake Equalities Impact and Needs Assessments across all areas of Divisional policy and activity and implement those activities arising out of the EINA Peer Review that are relevant to the Division</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Access to Services / Tackling Health Inequalities and Providing Leisure Opportunities / Tackling Crime and the Fear of Crime / Making Best Use of Resources</p> <p>NI 6 / NI 21 / NI 56 / NI 69 / NI 110 / NI 120 / NI 123 / NI 195 / NI 197 NI 112 / LI 7 / LI 8 / NI 8 LI 11</p> <p>Enhance Activity Provision for Teenagers / Improve Parks and Open Spaces and Leisure Facilities</p>	<p>AD (L&amp;CD) / PDM / LFM &amp; LM</p>	<p>April 2010</p>	<p>On-going</p>	<p>High</p>	<p>Completed programme of Equality Impact and Needs Assessments</p>	

# North Warwickshire Borough Council

## SERVICE PLAN

### Regulatory Division: Environmental Health, Pollution Team

#### 1.0 Review of 2009

From April 2008 to March 2009, both the domestic and pollution teams;

- The Domestic, Housing & Pollution Control section investigated 1271 service requests (excluding pest control and stray/fouling dogs), responding to all but 3 within the target time of three days (>99.7%). Now the section has been restructured it will be possible to report on pollution specific case in 2010/11.
- Successfully prosecuted 6 separate fly tippers and issued 2 cautions, resulting in an NI196 score of grade 1 – highly effective. There are also a couple of additional flytipping prosecution cases in the pipeline.
- Responded to 112 NWBC planning consultations, though several times more applications were examined but did not require reply.

Pollution Prevention and Control (PPC) permits have now changed to Environmental Permits under the Environmental Permitting Regulations (EPR). The number of 'permitted' industrial processes was 40 at the start of the financial year but decreased due to 5 companies ceasing trading and 2 new companies starting, giving a closing number of 37 with income at circa £19,000, down almost £4,000 on the previous year. All are receiving compliance visits in accordance with a risk assessed priority rating. This risk based assessment methodology has since been amended and expanded to some of the lower fee activities such as petrol stations and dry cleaners. This will have a financial implication on the annual fees received by the authority. There are no active complaint investigations on these processes.

Prioritisation of the Council's 463 potentially contaminated land sites has been completed, and staff have started to undertake intrusive site investigations at those of most concern. In order to do this the Council has received grant funding from DEFRA to fund one of the first intrusive investigations. This is currently underway at a site near Corley and has so far involved a preliminary investigation followed by intrusive sampling, probe holes and trial-pits. DEFRA grant funding has also been applied for, for investigation at the next site on the prioritisation list. The Council's Contaminated Land Strategy has also been updated accordingly.

2009 saw the three yearly Updating and Screening Assessment of air quality in the Borough. The Air Quality Management Area (AQMA) to the south of Coleshill has been closely monitored over the last few years and the current levels of annual mean nitrogen dioxide may fall below the relevant objective level in 2010. If this does happen it is possible that the AQMA could be revoked. If not a considerable amount of close work with the Highways Agency will be needed to look at addressing some of the issues in the air quality action plan for the area.

## **2.0 Service Plan for 2010/2011**

### **2.1 EXTERNAL INFLUENCES**

#### **Legislation, Guidance, Best Practice etc.**

A 'Statutory Code of Practice for Regulators' (the Regulators Compliance Code or RCC) issued by the Department for Business Enterprise & Regulatory Reform was published on 17<sup>th</sup> December 2007 to take effect from 6<sup>th</sup> April 2008. It influences the manner in which the Council's enforcement services interact with businesses, and a detailed report was made to Members on the specifics. The Regulatory Enforcement and Sanctions Act 2008 also gained Royal Assent and is being gradually implemented.

Consultation has also been undertaken by DEFRA on changes to Environmental Permitting which has resulted in lower risk premises being proportionally inspected and regulated. This will have an impact on required inspection rates and income, linked to the statutory fees and charges schedule.

### **2.2 EXTERNAL ASSESSMENT (internal and external audit reports)**

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

### **2.3 Value for Money / Efficiency**

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

## **2.4 National Performance Indicators**

New National Indicators replaced BVPIs in April 2008, though some BVPIs have been retained as local indicators. The NIs relevant to Pollution Control are;

NI182: a measure of the proportion of businesses satisfied with how they have been treated by environmental health in respect of fairness and helpfulness.

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

Of the above, there are no national or local targets for NIs 182, and no national target for NI196. However, Members have set a local NI196 target of 'good' which relates to a matrix of performance as detailed in the report to Community & Environment Board in September 2008. The first year of National Indicators is a 'baseline year' against which future years performance will be judged and targets set or revised. As such, there is no current trend or comparison against other Councils. Performance against these NIs cannot be calculated until after year-end.

## **2.5 Use of Information Technology**

Home (and flexi) working is acceptable and approved usually on request, but mobile working is limited by the number and capability of devices and operational limitations. The service has undertaken implementation of the document imaging (TRIM) project.

The most urgent Divisional IT challenge is the situation with the FLARE database. However a considerable amount of time has been spent recently in order to rectify data issues and ensure that the team are utilising the software to it's potential. This work will continue into 2010/11.

## **2.6 Risk Management**

All significant services and policy proposals are subject to risk management consideration and completion of the appropriate matrices. These are offered with Board reports and can be provided on request.

All key operational risks to the delivery of services have been reviewed, and their outcomes recorded for implementation. As regards significant risks, these generally relate to staffing capacity, continuity and succession in the context of the current restructure.

To ensure risk controls are being adhered to, the Division will review them as opportunities arise and periodically as part of the Annual Statement of Assurance.

The **Business Continuity Plan** is an ongoing piece of work that has corporate as well as service implications. Plans are in place to deliver essential services from off-site with limited electronic support, for a period of time. Longer-term relocation to other Council and partner buildings is an option. Ten specific service areas have been identified with potential critical impact, and their minimum needs, service levels, dependencies and single points of failure mapped.

The Council's **Emergency Plan** remains a key document for environmental health services given the nature of potential emergencies and impacts on human health and the environment.

## **2.7 Customer Surveys/Consultation**

More systematic customer feedback now takes place under NI182 and also from non-business customers and members of the public. When cases are closed all parties are contacted for their feedback on the service. Customers are increasingly central to service development and will be actively engaged and consulted on service development and improvement. Actions arising from customer feedback and consultation are addressed immediately by the service management, and recorded on file.

Staff are aware of the Council's **Customer Access Strategy** (2006-2011) and the relevant parts of the action plan which relate to them. Specifically, the needs to target hard to reach groups, to reduce avoidable contacts, to improve out-of-hours resilience, to facilitate customer choice appointments, to use mobile technology intelligently, to review and update printed (and web) information in plain and clear English, how to access translation facilities, to investigate reasons why some customers are less satisfied, to scan all post into TRIM (an EDRMS system), and to develop new on-line services where appropriate etc. These actions form part of the *service summary action plan* (appended).

## **2.8 Community Plan & Corporate Plan**

The seven themes of the Corporate Plan are;

- COMMUNITY LIFE – providing opportunities for all members of the community to play a full part in community life, particularly through voluntary and community activity; and decent and affordable housing
- THE LOCAL ECONOMY – contributing towards ensuring that the local economy is healthy, diverse and able to adapt to changes in the wider economy while remaining relevant to the needs of local people.
- THE ENVIRONMENT – maintaining, protecting and improving the quality of the environment for people living, working in and visiting the area
- HEALTH AND WELL-BEING – tackling health inequalities by supporting local communities and by improving accessibility and raising awareness so that individuals can make informed choices about their health
- EDUCATION AND LIFELONG LEARNING – ensuring that people of all ages are provided with the opportunity to obtain the skills, knowledge, confidence and understanding to achieve their full potential
- SAFER COMMUNITIES – making North Warwickshire a safer place to live, work and enjoy and where the fear of crime and disorder is low
- CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES – listening to, responding and investing in children, young people and their families

It has set a number of short-term priorities to which environmental health and housing services can contribute, which include;

- Enhancing community involvement and access to services
- Protecting and improving our environment
- Defending and improving our countryside and rural heritage
- Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens
- Working with our partners to tackle crime, the fear of crime and anti-social behaviour
- Improving housing in the Borough by delivering more affordable housing and achieving the Decent Homes Standard for our own stock
- Making the best use of resources through achieving a balanced budget and developing our workforce

## **2.9 Vision**

The Council's vision is "being recognised for providing high quality services to our communities through listening, learning and leading with openness." The Division proposes to contribute to meeting that vision by delivering the work in this service plan and seeking to strengthen and improve service delivery wherever possible, and especially through partnership working and engaging with our customers and stakeholders. The potential resource implications from this have to await the outcome of the management and staffing structure reviews.

## **2.10 Strategies**

Aside from those already mentioned, the following key strategies have links to environmental health services as described; Leisure and Cultural Strategy, Housing Strategy & Sustainability.

## **2.11 Staff Issues**

Environmental Health have now undergone the restructure and as such the Pollution Control Team are now managed by Stephen Whiles, Environmental Health Manager, in conjunction with the Commercial and Licensing Team.

The training plan for the Division is being delivered. All main and interim appraisals completed and on time, outcomes fed into training plan process, in addition to monthly 1:1 reviews and ad-hoc meetings.

## **2.12 Process and Policy**

The service has a revised and updated contaminated land 'strategy'. Other services have statements of purpose, all on the internet, in addition to the enforcement policy/protocols and an 'Air Quality Action Plan'. These are reviewed annually or otherwise as appropriate.

## **2.13 Health and Safety Requirements**

Risk assessments and safe working practices have been reviewed and updated. They are actively monitored by supervision, both monthly 1:1, ongoing case supervision, service reviews and appraisals in addition to any specific staff feedback and internal/external assessments such as Safety Audits.

## **2.14 Equalities**

All staff have been trained in the basics of equalities, and some in 'impact assessment' – impact assessments are complete with no outstanding issues.

### **2.15 Communication**

The service publicises its activities to the public, stakeholders, partners and Members by various methods. Press releases are made either pre or post significant events such as prosecutions, or the introduction of new law. Some information is placed in the tri-annual Northtalk magazine, with other information promulgated by Board reports, information to Portfolio Groups, LSP theme groups, Area Fora, Parish/Town Councils and many other 'community' working groups such as the Community Confidence Group. It also maintains comprehensive service information on the internet, and has leaflets in the main reception area and can produce targeted mail where appropriate.

### **2.16 Climate Change**

To help reduce the Council's CO<sub>2</sub> emissions, the service can do several things, both in the way it operates and in how it promotes climate change initiatives to others. There are no apparent specific actions the service must take to adapt its activities to take account of climate change beyond awareness of the best use of transport and IT (e.g. journey planning and journey alternatives), plus how we use office space (heat, light and powered equipment), and how we reduce waste and recycle plus improve our procurement practice.

### **2.17 LAA/LSP**

As well as the performance indicators mentioned in section 2.4, the Service help achieve LAA and LSP targets by its work on local environmental quality. The Rogers review of enforcement priorities suggested air *quality* as the most pressing issue, not directly reflected but inferred in the LAA environment block as 'climate change'. Other short-listed potential local priorities included noise nuisance and local environmental quality.

### **2.18 Previous Years**

Many activities in the previous year's action plan need to be carried forward to this year as they relate to ongoing work which is not finite. They are detailed in the appendices to the Summary Action Plan.

## **3.0 Resources**

As previously mentioned Environmental Health have now undergone the restructure and as such the Pollution Control Team are now managed by Stephen Whiles, Environmental Health Manager, in conjunction with the Commercial and Licensing Team.

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

Service / issue	Current service(s) - continuing	Variations - +/-	Opportunities, pressures, influences & key issues
<b>Air quality</b>	Respond to complaints and service requests re bonfires, smoke, odours, dust etc. Respond to planning consultations. Give advice. Continuous & passive monitoring. Implement air quality action plan.	Conduct 'Annual Progress Report 2010' by 31 <sup>st</sup> Apr 2010. Research result of the tenanted property in the Air Quality Management Area remaining vacant and other options. Also preparatory work for 2011 Progress Report.	Budget for monitoring station upkeep. Target date for reporting to Defra is 31 <sup>st</sup> Apr 2010.
<b>Environmental Permitting Pollution Prevention and Control [PPC]</b>	Carry out review of all permits and transfer from PPC to EPR permits. Process applications, variations & revocations. Compliance visits. Give advice and respond to planning consultations.	Cannot predict how many new applications if any, or those which cease trading, alterations in regime technical details etc. Further work on Permits & risk assessments required for reduced fee activities.	Performance is currently meeting target. Target date for reporting to Defra is 17 <sup>th</sup> May 2010.
<b>Contaminated land</b>	Implement intrusive investigations for prioritised sites. Also validate the prioritisation further. Complaint/development led site investigations have priority. Also monitoring closed landfills.i.e. Cherryfields/Grange.	Significant and complex problems with many sites. These may require remediation statement, works and decisions on cost recharge.	Team now fully staffed and with contaminated land specialism, performance improving strongly. Reported to C&E Board March 2009. Continue applying for Defra grant funding for intrusive investigations in 2010/11.
<b>Nuisance</b>	Respond to complaints and service requests re; industrial/commercial noise, dust, smoke, odour etc. Enforcement action and work in default.	Noise recording equipment may need updating and replacing in the future.	Enforcement liaison with licensing regime. Issues on increased noise from outside pubs due to smoking ban.
<b>Fly tipping NI 196</b>	Duty to investigate fly tipping and recover costs / prosecute where possible, as per Environment Agency / Local Govt. Assoc. protocol.	More proactive targeting of enforcement and 'encouragement' messages to trade, including documentation checks.	Pressure to maintain clean environment and work more seamlessly with Streetscape Division. Increased number of dumps, especially tyres.
<b>Planning Consultations</b>	Give professional advice on any planning applications NWBC receive re; issues such as noise, odour, dust, contam. land etc.	Recharge may need to be updated as input from the Pollution Team may have increased in recent years.	Comments and recommendations need to be objective and accurate and based on professional judgement.

## Environmental Health - Domestic/Pollution Team: Performance Management

	<b>Annual</b>	<b>Quarterly/other</b>	<b>Monthly</b>	<b>Ongoing / as necessary</b>
Members	National Indicators NI 187 & 196 Corporate Plan and Service Plan	Corporate Plan & significant exceptions	Significant exceptions only	Significant events / pre-warning
Management Team	ditto	Corporate Plan & significant exceptions	Significant exceptions only	Significant events / pre-warning
Director	Ditto	Corporate Plan & significant exceptions	Significant exceptions plus budgets	Significant events / pre-warning
EHM  *spreadsheets on Permitting inspections, fines, FLARE activity reports, copy notice file etc.	Staff appraisals (Jan / Feb)  Annual DEFRA survey of IPPC activity, report on Air Quality Management Area / Action Plan and review of Contaminated Land inspection strategy progress  Annual reviews of Risk Management, Health & Safety at Work Risk Assessments  Fees and Charges plus capital projects to Board(s)  Service Plan & training plan	Team/staff briefing ~ meeting every 2 months  Interim staff appraisals (six monthly - July / August)  Conduct Safety Audits as per policy	1:1s with all staff to review all ongoing cases (FLARE service requests), separate review of all closed FLARE cases that month, with customer satisfaction and NI 182 letters to all, and review of any replies  review of each working party or group attended previous month	Approve each enforcement notice including permits and fixed penalty notices  Pre and post review of each prosecution  Approve each press release  Approve each Board report including equalities  Approve all training and review post event impacts  Ongoing HR issues e.g. induction  Specific technical / professional periodic service reviews (VFM, quality, development, TRIM)  Complaints, compliments and suggestions

## Performance Management - Background

A performance indicator is a *metric*, a value that is measured and which either directly or indirectly represents performance or activity. Some indicators have associated targets. Modern performance management seeks to explore the impact of activity on outcomes, which are often influenced by several factors not fully appreciated or controlled. The purpose of performance indicators is to assist in performance management and to support a culture of continual improvement through self-challenge, external challenge and peer comparison.

Indicators can be qualitative or quantitative.

**Qualitative** indicators represent how 'good' something is, requiring subjective value judgements, assessments or interpretations and are viewed in comparison to the performance of others and/or as a time trend. For example: "the proportion of service users who considered the Council was helpful". In the example, different users perspective of helpful will affect the outcome, and may be based on some other aspect of the service such as whether a neighbour dispute was settled in their favour or not.

**Quantitative** indicators represent more discrete observable data like speed (time), value (money), frequency etc. The units are more objective and analysis or interpretation more straightforward, but results can be misunderstood. For example: "the average number of employee sick days off work in the previous year". This will differ naturally between people, teams, departments and organisations and from year to year. A small cohort where one or two staff have unavoidable long term sickness absence e.g. due to cancer or a vehicle accident may appear very unfavourable to another where many staff have a lesser number of self-certified absences. This example can be corrected by the Bradford factor calculation, but the data may still require a degree of drilling down to examine common themes or apparent trends.

Indicators can be operational or strategic.

**Operational** indicators are more detailed and specific to particular cases or processes, for example: "the average time taken to process a grant application". These indicators should be initially addressed at operational management levels, with exceptions reported to higher management and Members as appropriate.

**Strategic** indicators are more general and with a wider scope of influence and impact. They may consist of a basket of operational and qualitative/customer based indicators, and designed to address a corporate aim. For example: "to operate an efficient and high quality grants service". This may include indicators on the use of the budget and maximising external funding, application process times, internal audit system control reports, customer satisfaction surveys etc.

Within the pollution team of the Environmental Health unit there are several mechanisms by which performance is measured and challenged.

- Monthly team meetings
- Daily / on-demand examination of enforcement notices
- Periodic reviews of service specific or corporate issues, including: risk management, health and safety risk assessments, business continuity and emergency planning, noise, air quality, contaminated land, flytipping etc.

As each performance indicator requires a system and efforts to capture and report it, each needs to be justified in terms of what it is intended to represent. **Strategic objectives** in the Corporate Plan can be and are separately identified and reported on. Proposed **operational (service) objectives** are as below.

Service Requests (other)	the proportion of service requests responded to within 3 working days*
Enforcement Actions	a monthly list of each formal enforcement action (notice, fixed penalty, prosecution, appeal) by type and outcome review of all closed cases. Annual report of satisfaction with regulatory services as per NI182.
Fly tipping	as NI196, reported to C&E Board September 2008 (a matrix of the change in fly tipping versus enforcement actions)

Each of the above indicators requires a data quality pro-forma detailing how it is calculated.

*NOTE: each service user i.e. the initiator of the requests and the subject(s) will receive a customer satisfaction letter within the month after the case is closed, to request if their contact was helpful and fair, and to invite dialogue on the subject matter, enforcement policy etc.*

Annual reviews of contaminated land, air quality (action plan / management area) and permitted process (IPPC) as per DEFRA requirements. These can be reported to C&E Board together with DEFRA feedback as appropriate.

(\*exception reporting for any outside of target on a case by case basis, to Director and others)

## EH Domestic/Pollution & Public Health 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	NI 182	Annual	Satisfaction of businesses with Local Authority Regulatory Services	90%
Community & Environment Board	Local	Annual	Satisfaction of members of the public with Local Authority Regulatory Services	75%
Community & Environment Board	NI196 fly tipping enforcement	Annual	Improved street and environmental cleanliness – fly tipping (matrix of enforcement actions vs. number of tipping incidents)	Grade 2 Effective
Community & Environment Board	Local	Annual	The percentage of permitted process inspections that were carried out within the scheduled time scale.	90%

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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 Warwickshire 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;

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- 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 current structure of the Commercial and Licensing section and its position within the Chief Executives Division can be found at Appendix A

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;-

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Environmental Health Manager (Commercial, Licensing and Health Promotion)	Stephen Whiles
Senior Environmental Health Officer	vacant
Environmental Health Officer	Mrs Joanne Phipps
Part time Food Safety Officer (22 hours)	Mrs Carol Randle (3 days per week)
Part time Food Safety Officer (30 hours)	Mrs Julia Rowbottom (4 days per week)
Technical Assistant - Part Time (15hours)	Ms Sharon Patrick (spread over 3 days per week)

Mr Steve Maxey Chief Executive And Solicitor To The Council has overview of the Divisions functions

Mr Jerry Hutchinson is the Chief Executive, and is member of the Council's Management Team, Mr Steve Maxey a member of the Extended Management Team – (first and second tier officers), and Mr 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 the

**Health Protection Agency  
Heartlands Hospital, Birmingham**

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.

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- 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 and Good Food Hygiene awards and promotional events around Food Safety Week.

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

2.4.1 There are 729 premises registered under food safety legislation. These are recorded on the section's computer database.

2.4.2 Categorised by risk group, these are:

Category A	6	6 monthly inspection
Category B	34	12 monthly inspection
Category C	307	18 monthly inspection
Category D	91	24 monthly inspection
Category E	180	36 monthly inspection
Unrated	0	
Outside programme	107	No Inspection

2.4.3 Operating in the Borough are 111 food retailers, 447 caterers - not including village halls and minor catering ; 10 industrial food producers; and 16 wholesalers

Seven premises are approved under Regulation853/2004 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.

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- 2.4.4 Across the Borough there is a total of 29 domestic 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 are 3 premises in the Borough that require export certificates and these are running at the rate of around 10 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.
- 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.

## **2.5 Enforcement Policy**

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The Council first adopted an enforcement policy for food safety purposes in 1994. This has been reviewed bi 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 bi annually and again published on the Council's website.

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

The enforcement policy is available on the website [www.northwarks.gov.uk](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 2010 - 31<sup>st</sup> March 2011.) 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 (Commercial, Licensing and Health Promotion) 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. The target and the corporate plan indicator is to have at least 85% of the premises broadly compliant with the regulations. In pursuit of high quality, the NI 182 score for business premises should be over 90%, however since the indicator is new and covers all aspects of environmental health work affecting business – not just food service interventions, the usefulness of this for the food service will need to be reviewed. The original ACPI for high and low risk premises will still be kept temporarily as a baseline, accepting that a programmed inspection is neither required nor appropriate in some cases, but that as a catch all it would prevent premises simply dropping out of control.

Proposed premises inspection based on the previous year for the period 1/4/2010 to

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31/3/2011 subject to final confirmation on 31/3/10.

Premises category	No. Programmed inspections	Estimated no. of <i>re-visits</i>
A	6	6
B	31	40
C	186	150
D	44	5
E	64.	0
<b>Totals</b>	<b>331</b>	<b>201</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 then 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 2009/10. 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.

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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.

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 2009/10 is 100%. Reports are made monthly to Directorate 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 the Food Premises (Registration) Regulations 1991. Premises must be registered 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.

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### **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.

3.2.4 The forecast for 2009/10 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 a digital camera which it 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.

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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

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 Warwickshire Food Sampling Programme which includes the Lacors (Local Authorities Co-ordinators of Regulatory Services) and 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.

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- ◆ 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, Health Protection Agency, Heartlands Hospital, Birmingham.

### **The Plan**

Sampling is conducted in accordance with the Warwickshire Food Sampling Programme.

The programme is determined each year by the Warwickshire Food Sampling Group which consists of the five Warwickshire 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 2009/10 is 10 samples per month:

The purchase of the samples will be anonymous.

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

All results of samples taken as part of the Warwickshire 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'. 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.



### **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) Primary Care Trusts
- b) Health Protection Agency
- c) One of the local hospital laboratories.
- d) General Practitioners.
- e) Another local authority.
- f) 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

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all confidentiality. Failure to observe such confidentiality may result in 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 the Health Protection Agency is the point of contact for advice, and guidance on the medical aspects of outbreaks of infectious disease and has proper officer powers designated to her or her nominated deputies by the Council.

### **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, Section 20, certain persons 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.

### **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. Administrators are required to bring notifications immediately to the attention of the most senior person in the section at he time if they are received by fax. 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

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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**

The Warwickshire Food Liaison Group (WFLG), founded by and reporting to - the Warwickshire Association of Chief Environmental Health Officers, is the main food liaison mechanism across the county. The constituent authorities are the district councils and Warwickshire County Council.

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; LACORS; 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 Chief Officers group, 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 Senior Environmental Health Officer will attend and report on the proceedings of the Food Liaison Group.

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

The Senior Environmental Health Officer will attend and report on the proceedings of the Warwickshire Communicable Diseases Committee.

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

**North Warwickshire Borough Council,  
Chief Executive's Division, Environmental Health Team  
Commercial, Licensing & Health Promotion Section  
Food Service Plan 2010 - 2011**

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### **3.9 Food Safety Promotion**

The Council's 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**

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 Council's Legal Services department act across all of the Council's 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**

**North Warwickshire Borough Council,  
Chief Executive's Division, Environmental Health Team  
Commercial, Licensing & Health Promotion Section  
Food Service Plan 2010 - 2011**

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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
	SEHO		0.6FTE
Jo Phipps	EHO	EHO graduate	0.75FTE
Carol Randle*	FSO x 0.6 FTE	Higher Food Premises Inspection Certificate	0.8FTE
Julia Rowbottom	FSO x 0.8 FTE	Higher Food Premises Inspection Certificate.	0.8 FTE
Sharon Patrick	Technical Assistant 0.2 FTE	Science degree	0.2 FTE

#### **4.3 Staff Development Plan**

North Warwickshire Borough Council is an accredited 'Investors in People', and training of its staff towards their full potential is viewed 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**

**North Warwickshire Borough Council,  
Chief Executive's Division, Environmental Health Team  
Commercial, Licensing & Health Promotion Section  
Food Service Plan 2010 - 2011**

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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 4 other Warwickshire local authorities. It will continue to monitor its performance against national standards. The Council's Comprehensive Performance Assessment which included the service, was fair and one point short of good. 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.

Customer satisfaction questionnaires are sent out following the completion of all contacts with business in accordance with NI 182. An analysis will be carried out of the findings and be regarded as a local performance indicator. Previous analysis has shown a high degree of highly satisfied and satisfied.

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

The Warwickshire 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 monthly 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 Internal Overview 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.

**North Warwickshire Borough Council,  
Chief Executive's Division, Environmental Health Team  
Commercial, Licensing & Health Promotion Section  
Food Service Plan 2010 - 2011**

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## **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.

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**CHIEF EXECUTIVE**

**DIRECTOR OF HOUSING & ENVIRONMENT**

**DIRECTOR OF RESOURCES**

**ASSISTANT CHIEF EXECUTIVE**

Policy  
Democratic Services  
Public Relations

**STREETSCAPE**

Ground Maintenance  
Street Cleaning  
Sewer Crews  
Transport  
Engineering  
Refuse Collection & Recycling

**REGULATORY**

Legal & Estates  
Commercial Licensing  
Housing Domestic & Pollution Control

**HOUSING**

Strategic Housing  
Housing Management  
Housing Maintenance

**PLANNING & DEVELOPMENT**

Forward Planning  
Economic Development & Tourism  
Development Control  
Building Control  
Land Charges

**AUDIT**

**LEISURE SERVICES**

Sports Centres  
Facilities Management

**COMMUNITY DEVELOPMENT**

Community Support (Borough Care & CCTV)  
Partnership & Development  
Health Improvement  
Young People/Intergenerational  
Social Inclusion & Art  
Social Inclusion & Sport  
Environment  
Safer Communities

**FINANCE & PERSONNEL**

Financial Accountancy  
Management Accountancy  
Payroll  
Personnel, Training & Health & Safety  
Risk Management

**REVENUES & BENEFITS**

Local Taxation & Benefits  
Revenue Collection  
Concessionary Fares  
Reception/Contact Centre

**INFORMATION SERVICES**

Intranet  
Computer Services  
Telecommunications & Radio  
Printing  
Purchasing

**COMMERCIAL, LICENSING/  
HEALTH PROMOTION**

**Environmental Health Manager  
(Commercial, Licensing and  
Health Promotion)**  
Stephen Whiles

**Hackney Carriage  
and Licensing  
Inspector  
(28 hrs/wk)**  
Phil Wortley

**Food Safety Officer  
(Part-time)**  
Carol Randle

**Senior  
Environmental  
Health Officer**

**Food Safety Officer  
(Part-time)**  
Julia Rowbottom

**Technician  
(Part-time)**  
Sharon Patrick

**Environmental  
Health Officer**  
Joanne Phipps

# HEALTH AND SAFETY WORK PROGRAMME 2010/11

## Introduction

The Council is responsible for the enforcement of the Health and Safety at Work etc Act 1974 (The Act) and associated Regulations in 1117 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.

Traditionally enforcement was by regular risk based inspections but for the last few years a new approach has been tried known as FIT3 where interventions have been topic based and/ or industry based. Focusing on particular issues has brought some success but there is a recognition that on its own it is not really sufficient and therefore from 1<sup>st</sup> April 2010 there will be a return to risk based inspections for some higher risk premises (see priority planning below) although the FIT3 programme will continue in parallel.

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.

Additionally it has been recognised that in a time of ever decreasing resources health and safety has become something of a 'Cinderella' service in many Local Authorities and in an attempt to redress the balance the HSE has issued a fresh standard on the provision of adequate arrangements for enforcement under section 18 of the Act. Compliance with section 18 standard is mandatory (see section 18 standard on enforcement below).

## 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 LAs should put in place to meet this duty. The standard came into force in April 2008 and all Enforcing Authorities should be fully compliant with the standard by April 2011.

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

A series of toolkits have been designed to assist LAs in this process and these are subject to testing and fine tuning until March 2010 when the final versions will be agreed.

It is unclear how far this Authority complies at present. The Environmental Health Manager is currently working with representatives from the other Warwickshire Authorities and the HSE Partnership Manager to implement the standard. This process may well throw up issues that need to be considered at corporate level.

Work is currently taking place in two areas that will assist in meeting the standard: Regulators Development Needs Analysis (RDNA) which is designed to ensure that we have a competent, well trained inspectorate and signing up to the HSE Sensible Risk Management protocol.

### Priority Planning

Also recently issued under Section 18, Local Authority Circular 67/2 (LAC 67/2) requires a shift of focus in terms of interventions planning by LAs. It reflects the HSE Board's new strategy and sets out a new approach to developing effective health and safety interventions justified by risk aiming to:

- Maximise and target resources in order to achieve the greatest impact.
- Create a complementary framework for both proactive and reactive interventions
- Provide a coherent approach to interventions which is consistent between LAs and HSE.

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

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

The new categories of premises are:

- A – Highest risk – Inspection not less than once per year
- B1 – Medium risk 1 – Inspection or other intervention every 18 months
- B2 – Medium risk 2 – LA to decide on most suitable intervention.
- C – Lowest risk – LA to decide on most suitable intervention

For category B2 and C premises the guidance does not seek to establish any specific intervention frequency but suggests a pragmatic approach taking into account a number of factors. However it states clearly that ignoring low risk premises is not an option.

Premises can move between categories depending upon what is found at the time of inspection.

The guidance suggests transferring en bloc categories of premises from the old risk rating system to the new, for which we will need to liaise with CIVICA our database software provider.

However, the problem now facing us is that not having carried out programmed inspections for some years our database is out of date regarding the risk scores of premises and transferring en bloc will not in itself enable us to comply with the requirements of the

Circular. Additionally it is known that there are a number of premises not on our database such as new premises that have opened in the last five years.

The circular does not offer any guidance on this point. The solution would appear to be to visit all classes of premises over a period of time, starting with those likely to be in the highest risk bands e.g. warehouses and working down to those in the lowest risk e.g. offices. This process is likely to take in the region of five years, however it is very likely that the highest risk premises will all have been visited within the first 18 months thereby meeting the standard. There are 74 warehouses/wholesalers currently on our database in the Borough. It will not be possible to inspect all of them in the first year due to other pressures. However it should be possible to visit half of them during the first year and the balance during the second year provided FIT3 activity is restricted to those premises and catering premises that will be visited anyway for food hygiene inspections. In addition the Technical Officer will be able to carry out visits to some low risk premises.

The above is dependant on being able to recruit a new member of staff to meet the current vacancy in the Team.

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

### **HEALTH AND SAFETY WORK PROGRAMME 2010/11**

1. To meet the HSE section 18 standard on enforcement by 31/3/11
2. To inspect 37 wholesale/warehouse premises based on a risk assessment using current knowledge, history and accident reports to identify those posing the greatest potential risk.
3. To continue to support the HSE's FIT3 initiative by majoring on the forthcoming years chosen themes, where possible, in all warehouse inspections and to continue to promote safety around dermatitis, slips and trips, asbestos and gas during food safety inspections in catering premises.
4. To maintain contact with low risk premises by means of a self assessment questionnaire followed up with the provision of information as required. Non responding businesses will receive an inspection.
5. To visit new businesses where identified, carry out a full inspection and determine a risk rating. Around 20 new businesses are anticipated.
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. Around 70 service requests are anticipated.

## **Agenda Item No 7**

### **Community and Environment Board**

**25 January 2010**

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

**Removal of Sunbeds from Leisure  
Facilities**

#### **1 Summary**

- 1.1 This report seeks the Board's consideration of a proposal to remove sunbeds from the Council's leisure facilities in view of recent information that identifies a direct link between the use of UV sunbeds and cancer.

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

- a That, in view of recent research that identifies a direct link between the use of UV sunbeds and cancer, the Board approves the removal of sunbeds from the Council's leisure facilities at the earliest opportunity; and**
- b That the Board considers the associated growth bid for inclusion within the 2010/11 revenue estimates, which are reported elsewhere in this agenda.**

#### **2 Consultation**

##### **2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members**

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

#### **3 Background**

- 3.1 The Council's leisure facilities in Arley, Coleshill and Polesworth have offered upright sunbed tanning options for use by the general public for many years. The sunbeds are provided and maintained by an external organisation, Sunquest, through a contract that requires one month's notice of cancellation on either side. Income receipts are split between the two parties, with 40% being paid to Sunquest.
- 3.2 The Council is a member of the Sunbed Association and follows the guidelines for use set out in the Association's Code of Practice, (to be circulated). The Sunbed Association was established as an industry body in 1995, with the primary aim of promoting consistent good practice in the use of sunbeds. As such, all members are required to adhere to the Code of Practice in order to maintain their membership and thereby be recognised as a good service provider.

#### 4 Sunbeds and UV Radiation

- 4.1 It is perhaps not surprising that there are arguments both in favour of, and against, the use of sunbeds.
- 4.2 The Sunbed Association, in discussing the potential link between skin cancer and exposure to UV radiation, identifies that there are two types of skin cancer; non-melanoma, which can usually be treated relatively easily and malignant melanoma, which can prove fatal if not treated in a timely and effective manner. The Association acknowledges that there is evidence that points to sunburn and over-exposure to UV radiation being possible risk factors in contracting skin cancer and, therefore, that it follows that avoiding melanomas can be helped by controlling exposure to UV radiation.
- 4.3 Malignant melanoma is found to be most prevalent on parts of the body not normally exposed to sunlight, suggesting that it is those areas that have to deal with intermittent, excessive doses of UV radiation that are most vulnerable, or also that over-exposure to UV radiation is not the only cause of skin cancer.
- 4.4 The Association argues that controlled exposure to UV radiation, either in sunlight or through the use of a sunbed, can be important in avoiding over-exposure and subsequent sunburn. It further maintains that sunbeds offer a controlled means by which to tan and through the provision of appropriate levels of UV radiation ensuring that sufficient levels of vitamin D are achieved and maintained in the body. The Association argues that tanning in sunlight means the body can be subjected to different levels of UV radiation, depending on the time of day, location in the world, month of the year and so on that the tanning is taking place. With a sunbed, however, it is possible to develop a controlled tanning programme that takes account of skin type and personal tolerances, thereby ensuring that over exposure to UV radiation and the consequent possibility of burning are avoided.
- 4.5 Further, the Association maintains that it is possible to tan safely, in that tanned skin protects against sunburn, which is thought to be the main cause of melanoma. Subject to the avoidance of burning, it argues that the physical and psychological benefits of moderate exposure sun or UV radiation will far outweigh any risks.
- 4.6 In contrast, however, the International Agency for Research on Cancer (IARC) has classified UV-emitting tanning devices as “carcinogenic to humans”. The relevant IARC Working Group was convened by its Monographs Programme and the research conclusions were reported in *The Lancet* in July 2009. Further to a combined analysis of over 20 epidemiological studies, it was concluded that the risk of cutaneous melanoma was increased by 75% when the use of tanning devices starts before 30 years of age and that there was sufficient evidence of an increased risk of ocular melanoma associated with the use of tanning devices. As a consequence of these and other studies, it was concluded that ultraviolet radiation (UVA, UVB and UVC) is carcinogenic to humans. These findings reinforce current recommendations by the World Health Organisation (WHO) to avoid sunlamps and tanning parlours and to ensure protection from over-exposure to the sun.
- 4.7 Additionally, in its Policy Statement, Cancer Research UK recommends avoiding the use of sunbeds for cosmetic purposes and highlights the above findings of the IARC as conclusive evidence to support a causal relationship between sunbed use and skin cancer, particularly with exposure before the age of 30 years.

## **5 Current Position and Conclusion**

5.1 Subsequent to publication of the IARC report last year and its identified “clear link” between sunbeds and skin cancer, a number of sunbed providers have made the decision to remove all tanning provision from their leisure facilities, including:

- All Welsh Councils
- Burnley Borough Council
- Caradon District Council
- Parkwood Leisure
- West Berkshire Council

5.2 Given the latest medical evidence, which identifies a link between sunbeds and skin cancer, and in view of the Council’s corporate priority to improve the health and well-being of the local community, it is recommended that sunbed facilities be removed from Arley Sports Centre, Coleshill Leisure Centre and Polesworth Sports Centre at the earliest available opportunity. Whilst it is acknowledged that this action will be greeted with dismay by a small proportion of the local population, it is argued that the benefits of removing these facilities will outweigh the disadvantages and that, in any event, the Authority has a responsibility as a “leader” within the community to act in the best interests of its residents.

## **6 Report Implications**

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

6.1.2 There will be no opportunity to use the space released by the potential removal of sunbeds for alternative forms of income generating activity, as the tanning equipment has been located in very small cupboard-type accommodation. The space, however, will add to much needed storage capacity.

### **6.2 Safer Communities Implications**

6.2.1 Provision of good quality leisure opportunities reduces the likelihood of criminal and/or anti-social behaviour.

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

6.3.1 The Council’s leisure facilities each follow the relevant guidelines of the Sunbed Associated in respect of the operation and use of on-site tanning facilities. Removal of these facilities, however, will protect the Authority from the threat of potential future litigation from anyone who wishes to evidence liability for a medical condition arising as a consequence of the use of tanning equipment on Council premises.

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

6.4.1 The Council will continue to ensure the provision of opportunities for safe, constructive leisure activity within communities that enhance local cohesion, social inclusion and individual quality of life. A decision to remove sunbeds from within leisure facilities would impact positively upon the creation of sustainable, healthy and safe communities.

### **6.5 Risk Management Implications**

6.5.1 A duly completed risk assessment is attached to this report.

## 6.6 Links to Council's Priorities

6.6.1 The proposed removal of sunbeds from within leisure facilities will have implications for the corporate priorities to:

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

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

### Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	International Agency for Research on Cancer	Medical Report	July 2009

## Risk Management Form

**NORTH WARWICKSHIRE  
BOROUGH COUNCIL**

**Division**

**Cost Centre or Service**

Risk Ref	Risk: Title/Description	Consequence	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Gross Risk Rating	Responsible Officer	Existing Control Procedures	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
	Continued provision of sun beds may cause risk of cancer	Customer may claim a link to our service provision and contracting cancer	3	4	12	P Wheaton	Following sunbed association guidelines	3	4	12
Risk Ref	Options for additional / replacement control procedure						Cost Resources	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
	Removal of the sun beds from the operations						Loss of income approx £2,000 pa	1	1	1

Completed By: Peter Wheaton

Date: 07/01/10

## Agenda Item No 8

### Community and Environment Board

25 January 2010

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

**General Fund Fees and Charges 2010/2011**

#### 1 Summary

- 1.1 The report covers the fees and charges for 2009/10 and the proposed fees and charges for 2010/11.

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

**That the schedule of fees and charges for 2010/11, set out in the report be accepted.**

#### 2 Consultation

##### 2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Councillors Bowden and Butcher have been consulted regarding this report. Any comments received will be reported verbally to the Board.

#### 3 Introduction

- 3.1 At its meeting in September, the Executive Board agreed the budget strategy for 2010/13, which includes an allowance for price increases of 1.5% equating to £26,480 additional income for this Board.
- 3.2 All of the 2009/10 prices have been amended where applicable for the changes in the VAT rate from 15% to 17.5%.
- ... 3.3 Attached at Appendix A for the Board's consideration are details of present and proposed fees and charges for the financial year 2010/11. The amounts shown have already been included in the revenue estimates for 2010/11. 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.
- 3.4 Dog fouling penalties, litter fouling penalties and industrial pollution fees have remained the same, as these charges are statutory and so not set by ourselves.

4. **Report Implications**

4.1 **Finance and Value for Money Implications**

4.1.1 The pricing structure contained within this report is expected to generate additional income of £27,230. This will contribute to the achievement of income targets, which are contained within the Director of Resources' report on the General Fund estimates 2010/11, 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 £18,150.

4.2 **Risk Management**

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

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

**Background Papers**

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

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

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

**APPENDIX A**

	<b>2009/10 CHARGE £</b>	<b>2010/11 CHARGE £</b>	<b>VAT RATING</b>
<b>REMOVAL OF ABANDONED VEHICLES</b> (from private land)	67.64	service now free of charge unless there are prohibitive difficulties	
<b>RODENT CONTROL</b> (commercial premises) Initial treatment and revisit	Case Specific	Case Specific	Plus VAT at Standard Rate
<b>PEST CONTROL</b> (domestic premises)			
<b>Fleas,bedbugs,cockroaches etc.</b>	41.58	42.20	Incl VAT at Standard Rate
Residents in receipt of income related supplementary benefits.	20.84	21.15	"
<b>Wasps' Nests</b>	Contractor's standard charge		
Residents in receipt of income related supplementary benefits.			Incl VAT at Standard Rate
<b>Rats and mice</b>	25.00	25.38	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

	<b>2009/10</b>	<b>2010/11</b>	<b>VAT</b>
	<b>CHARGE</b>	<b>CHARGE</b>	<b>RATING</b>
	<b>£</b>	<b>£</b>	
<b>TRADE REFUSE SERVICE</b>			
<b>(weekly collection)</b>			
<b>a) Collection Only</b>			
1100 litre Container per annum	219.98	223.28	Incl VAT at Standard Rate
1100 litre Container per annum (school)	185.04	187.81	"
1100 litre Container per annum (charity)	Free	Free	N/A
660 litre Container per annum	198.01	200.98	Incl VAT at Standard Rate
660 litre Container per annum (school)	166.95	169.46	"
330/360 litre Container per annum	185.04	187.81	"
330/360 litre Container per annum (school)	159.08	161.47	"
240 litre Container per annum	159.08	161.47	"
240 litre Container per annum (school)	133.23	135.23	"
140 litre Container per annum	121.69	123.51	"
Sack per annum	67.33	68.34	"
<b>b) Hire &amp; Collection</b>			
1100 litre Container per annum	344.12	349.28	Incl VAT at Standard Rate
1100 litre Container per annum (school)	307.95	312.57	"
660 litre Container per annum	311.83	316.51	"
660 litre Container per annum (school)	278.22	282.39	"
330/360 litre Container per annum	225.19	228.57	"
330/360 litre Container per annum (school)	195.46	198.39	"
240 litre Container per annum	175.94	178.58	"
240 litre Container per annum (school)	150.20	152.45	"
140 litre Container per annum	129.35	131.29	"
Reduction for first container at mixed commercial/ domestic premises. (Per Annum).	(31.20)	(31.67)	Outside Scope
<b>TRADE RECYCLING</b>			
<b>Hire &amp; Collection</b>			
Sack	67.33	68.34	
140 Litre Container	129.36	131.30	
240 Litre Container	175.94	178.58	
360 Litre Container	225.19	228.57	
660 Litre Container	311.83	316.51	
1100 Litre Container	344.12	349.28	
Disposal will be charged at the rate specified by W.C.C.			
<b>CLINICAL WASTE</b> (per sack @ 3.5 kg capacity) (includes collection)	63.45	64.40	Incl VAT at Standard Rate
<b>BLACK REFUSE SACKS</b> (pack of 100) (Does not include collection/disposal)	9.30	9.44	Incl VAT at Standard Rate
<b>REMOVAL OF BULKY HOUSEHOLD WASTE</b>			
Up to 6 items	19.80	20.10	Outside Scope
Items in excess of 6 charged pro-rata per item	3.30	3.35	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

	<b>2009/10 CHARGE £</b>	<b>2010/11 CHARGE £</b>	<b>VAT RATING</b>
<b>HOUSE CLEARANCES</b>	As per agreement	As per agreement	Plus VAT at Standard Rate
<b>CESSPOOL/SEPTIC TANK EMPTYING SERVICE</b>			
Collection & Disposal per load or part load -weak strength	88.50	89.83	Zero Rated
Collection & Disposal per load or part load -standard	156.00	158.34	"
<b>SEWER BLOCKAGES</b>	Free during normal working hours		
<b>STRAY DOGS</b>	44.50	45.17	Outside Scope
	Plus £10 per dog per day plus vets fees and fouling fines		
<b>DOG FOULING PENALTIES (Statutory)</b>	80.00	80.00	Outside Scope
<b>If paid within 7 days</b>	50.00	50.00	"
<b>LITTERING PENALTIES (Fixed charge)</b>	80.00	80.00	Outside Scope
<b>If paid within 7 days</b>	50.00	50.00	"
<b>ROAD CLOSURE NOTICE</b>	260.03	263.93	Incl VAT at Standard Rate

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

<b>ACTION HIRE</b>	<b>CATEGORY A</b>			<b>CATEGORY B</b>		
	Community, voluntary & charitable organisations			All other hirers		
	<b>2009/10</b>	<b>2010/11</b>	<b>VAT</b>	<b>2009/10</b>	<b>2010/11</b>	<b>VAT</b>
<b>CHARGE</b>	<b>CHARGE</b>	<b>RATING</b>	<b>CHARGE</b>	<b>CHARGE</b>	<b>RATING</b>	
<b>£</b>	<b>£</b>		<b>£</b>	<b>£</b>		
Baby Bouncing Castle			Incl VAT at Standard Rate			Incl VAT at Standard Rate
Bouncy Castle 3.6 m x 3.6 m	25.34	25.70	"	33.10	33.60	"
Croquet set	11.03	11.20	"	14.92	15.15	"
Tug-of-war rope	11.03	11.20	"	14.92	15.15	"
Giant Jenga	11.03	11.20	"	14.92	15.15	"
Giant Bowling Set	11.03	11.20	"	14.92	15.15	"
Giant Connect 4	11.03	11.20	"	14.92	15.15	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

	STANDARD PRICE			@CTIVE CARD HOLDER		
	2009/10	2010/11	VAT	2009/10	2010/11	VAT
	CHARGE	CHARGE	RATING	CHARGE	CHARGE	RATING
	£	£		£	£	
<b>@ctive Card per annum</b>						
Adult Resident	N/A	N/A	Incl VAT at std. rate	7.56	7.70	Incl VAT at std. rate
Adult Non Resident	N/A	N/A	"	10.93	11.20	"
Concessionary	N/A	N/A	"	3.27	3.40	"
Spectator	1.74	1.80	"	FREE	FREE	"
<b>Squash (per court)</b>						
Peak	8.58	8.80	Incl VAT at std. rate	6.74	6.80	Incl VAT at std. rate
Off-peak	6.54	7.00	"	5.31	5.60	"
Anytime Junior (under 16yrs)	3.27	N/A	"	2.61	2.60	"
<b>Badminton (per court)</b>						
Peak	8.58	8.80	Incl VAT at std. rate	6.74	6.80	Incl VAT at std. rate
Off-peak	6.54	7.00	"	5.31	5.60	"
<b>Team Games (per 45 minutes)</b>						
Peak	32.70	33.50	Incl VAT at std. rate	28.10	29.00	Incl VAT at std. rate
Off-peak	25.54	26.00	"	21.87	22.50	"
Off-peak (conc)	N/A	N/A	"	12.01	12.00	"
Peak - Arley Sports Centre	22.89	23.50	"	21.87	22.50	"
Off-peak - Arley Sports Centre	17.17	17.50	"	16.14	16.50	"
Off-peak (conc) - Arley Sports Centre	N/A	N/A	"	8.68	9.00	"
Club Use (series of 10 or more pre-booked lettings is exempt) (applies to schools, clubs or organisations representing affiliated associations only)	N/A	N/A	Incl VAT at std. rate	8.58	9.00	Incl VAT at std. rate
Block Booking (per court)	N/A	N/A	"	7.56	7.70	"
Racquet/Five-a-side ball hire	Deposit	Deposit	N/A	Deposit		N/A
<b>Birthday Parties</b>						
Polesworth	65.00	67.00	Refer to Manager	60.00	62.00	Refer to Manager
Coleshill	55.00	67.00	"	55.00	62.00	"
Arley	54.00	60.00	"	54.00	56.00	"
Coleshill (Sports Party)	40.00	41.00	"	35.00	36.00	"
Coleshill - supervised party	80.00	N/A	"	70.00	N/A	"
<b>Sun bed (Coleshill, Polesworth and Arley)</b>						
3 minutes	3.01	N/A	Incl VAT at std. rate	2.40	N/A	Incl VAT at std. rate
6 minutes	4.80	N/A	"	4.09	N/A	"
9 minutes	6.13	N/A	"	5.11	N/A	"
12 minutes	6.64	N/A	"	5.82	N/A	"
<b>Other Activities</b>						
Aerobics	4.20	4.40	Exempt	3.20	3.40	Exempt
Aerobics (Concessionary)	N/A	N/A	"	2.35	2.40	"
Junior Coaching-dry activities (1hr)	N/A	N/A	"	3.00	3.10	"
Indoor Bowls - Coleshill and Arley	2.91	2.90	Incl VAT at std. rate	2.40	2.40	Incl VAT at std. rate
50+	2.71	2.90	"	2.30	2.40	"
School holiday activities	2.85	2.90	"	2.35	2.40	"
Tumble Time	2.75	2.90	"	2.25	2.40	"
Badminton Buddies	3.98	4.10	"	3.48	3.60	"
Playtime	2.81	2.90	"	2.30	2.40	"
Spinning	5.11	5.20	"	4.09	4.20	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

	STANDARD PRICE			@CTIVE CARD HOLDER		
	2009/10	2010/11	VAT	2009/10	2010/11	VAT
	CHARGE	CHARGE	RATING	CHARGE	CHARGE	RATING
	£	£		£	£	
<b>Lifetimes Fitness Suite</b>						
Basic Induction	N/A	N/A	Exempt	13.00	13.50	Exempt
Basic Induction (Junior/Concessionary)	N/A	N/A	"	8.50	8.60	"
Advanced Induction	N/A	N/A	"	8.50	8.60	"
Peak Adult - per session	N/A	N/A	Incl VAT at std. rate	4.70	4.80	Incl VAT at std. rate
Off Peak Adult - per session	N/A	N/A	"	3.47	3.60	"
Junior/Concessionary - per session	N/A	N/A	"	2.30	2.40	"
<b>Annual Memberships</b>						
The Ultimate	N/A	N/A	Incl VAT at std. rate	316.74	330.00	Incl VAT at std. rate
LifeTimes	N/A	N/A	"	275.87	280.00	"
LifeTimes (off peak)	N/A	N/A	"	224.78	230.00	"
Swimmer	N/A	N/A	"	224.78	230.00	"
<b>Direct Debits (monthly)</b>						
The Ultimate	N/A	N/A	Incl VAT at std. rate	31.67	33.00	Incl VAT at std. rate
Lifetimes	N/A	N/A	"	27.59	28.00	"
Lifetimes (off-peak)	N/A	N/A	"	22.48	23.00	"
Swimmer	N/A	N/A	"	22.48	23.00	"
<b>ARLEY SPORTS CENTRE ONLY</b>						
<b>Arley All-Weather Area</b>						
Multi Use Games Area - Peak	22.48	23.00	Incl VAT at std. rate	21.87	22.50	Incl VAT at std. rate
Multi Use Games Area - Off Peak	17.17	17.50	"	16.65	17.00	"
Multi Use Games Area - Off Peak - Junior/Conc	9.71	10.00	"	8.68	9.00	"
Contract Hire	N/A	N/A		N/A	22.50	
Hire per court:						
Tennis - Peak	7.51	7.75	Incl VAT at std. rate	6.54	6.75	Incl VAT at std. rate
Tennis - Off Peak	5.42	5.75	"	5.21	5.50	"
Tennis - Off Peak - Junior/Concessionary	3.27	3.50	"	3.01	3.25	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

	STANDARD PRICE			@ACTIVE CARD HOLDER		
	2009/10	2010/11	VAT	2009/10	2010/11	VAT
	CHARGE	CHARGE	RATING	CHARGE	CHARGE	RATING
	£	£		£	£	
<b>SWIMMING AT ATHERSTONE LEISURE COMPLEX ONLY</b>						
Adult swim (age 16+)	3.27	3.35	Incl VAT at std. rate	2.71	2.75	Incl VAT at std. rate
Junior swim (age 5 - 15)	FREE	FREE	"	FREE	FREE	"
Toddler swim (age 0-4)	FREE	FREE	"	FREE	FREE	"
Concessionary swim	N/A	N/A	"	1.79	1.85	"
Spectator	1.58	1.65	"	FREE	FREE	"
School swimming	1.20	1.25	Exempt	1.20	1.25	Exempt
Adult lesson	4.10	4.20	"	4.10	4.20	"
Junior Lesson	3.40	3.50	"	3.40	3.50	"
Ladies Only	3.27	3.35	Incl VAT at std. rate	2.71	2.75	Incl VAT at std. rate
Joggers/Shower	3.27	3.35	"	1.18	1.20	"
Aquacise	4.20	4.30	Exempt	3.55	3.60	Exempt
Aquacise (concessionary)	N/A	N/A	"	2.60	2.70	"
Birthday Parties	64.50	66.00	Refer to Manager	64.50	66.00	Refer to Manager
Club use (per hour)	83.27	85.00	Incl VAT at std. rate	83.22	85.00	Incl VAT at std. rate
Galas (per hour)	93.64	95.00	"	93.64	95.00	"
Indoor Bowls	2.91	3.00	"	2.91	3.00	"
Tea Dance	2.91	3.00	"	2.91	3.00	"
Tea Dance / Bowls (concessionary)	N/A	N/A	"	2.91	2.50	"
<b>CRECHE FACILITIES AT ATHERSTONE LEISURE COMPLEX</b>						
Creche 1hr	2.85	2.90	Incl VAT at std. rate	2.35	2.40	Incl VAT at std. rate
Creche 1hr (Concessionary)	N/A	N/A	"	1.75	1.80	"
Creche 1.5hrs	3.60	3.65	"	2.95	3.00	"
Creche 1.5hrs (Concessionary)	N/A	N/A	"	2.45	2.50	"
Creche 2hrs	4.20	4.30	"	3.50	3.60	"
Creche 2hrs Concessionary	N/A	N/A	"	2.85	2.90	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

**MEMORIAL HALL (per hour)**

	2009/10 CHARGE £	2010/11 CHARGE £	VAT RATING	2009/10 CHARGE £	2010/11 CHARGE £	VAT RATING
	MAIN HALL			BOTH HALLS		
<b>Large Functions*</b>						
Peak (7 pm - 8 am)	49.2	50	Exempt	60	61	Exempt
Off Peak (8 am – 7 pm) (e.g. Dinner Dances, Sales, Markets)	37.50	39.00		49.50	51.00	"
<b>Medium Functions*</b>						
Peak	37.50	39.00	Exempt	49.50	51.00	Exempt
Off Peak (e.g. Weddings, 21sts)	24.70	26.00	"	35.50	39.00	"
<b>Small Functions*</b>						
Peak	26.80	28.00	Exempt	37.50	39.00	Exempt
Off Peak (e.g. Internal)	18.20	19.00	"	29.00	30.00	"
Committee Room (per hour)	7.50	8.00	Exempt	7.50	8.00	Exempt
Birthday Parties	45.00	46.00	"	45.00	46.00	"
Small Hall (per hour)	16.00	17.00	"	16.00	17.00	"
Evening Parties (access 5pm)	155.00	160.00	"	155.00	160.00	"
Reception/Evening Parties (access 2pm)	199.00	205.00	"	199.00	205.00	"
Bar Extension	45.00	50.00	"	45.00	50.00	"

**Notes**

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

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

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

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

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

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

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

		<b>2009/10 CHARGE £</b>	<b>2010/11 CHARGE £</b>	<b>VAT RATING</b>
<b>SPORTS PITCHES</b>				
Casual Hire (adult)		38.11	38.68	Incl VAT at std. rate
Casual Hire (junior)		19.00	19.29	"
Seasonal Hire (adult)	(conditions apply)	356.90	362.25	Exempt
Seasonal Hire (junior)	"	178.50	181.18	"
<b>PAVILIONS</b>				
Casual Matches (adult)		18.39	18.67	Incl VAT at std. rate
Casual Matches (junior)		9.30	9.44	"
Seasonal Hire-Matches (adult)	(conditions apply)	270.10	274.15	Exempt
Seasonal Hire-Matches (junior)	"	135.10	137.13	"
Seasonal Hire-Training (adult)	"	135.10	137.13	"
Seasonal Hire-Training (junior)	"	67.80	68.82	"
<b>TENNIS COURTS</b>				
Per court per hour (adult)		3.78	3.84	Incl VAT at std. rate
Per court per hour (junior)		1.84	1.87	"
<b>ABBAY GREEN ALL WEATHER AREA</b>				
Per hour (adult)		15.94	16.18	Incl VAT at std. rate
Per hour (junior)		7.97	8.09	"
Per hour with floodlights (adult)		18.49	18.77	"
Per hour with floodlights (junior)		11.03	11.20	"
(Pro-rata for half area)				
Seasonal Hire (adult)	(conditions apply)	367.60	373.11	Exempt
Seasonal Hire (junior)	"	270.10	274.15	"
Bowling Green seasonal hire	"	476.00	483.14	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

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

2009/2010 CHARGE £	2010/2011 CHARGE £	VAT RATING
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**LOCAL AUTHORITY ENVIRONMENTAL REGULATION OF INDUSTRIAL PLANT  
2008/2009 AIR FEES AND CHARGES SCHEME**

**LAPC AND IPC CHARGES**

Application Fee	Standard process	1,561.00	1,561.00	Outside Scope
	Service stations	146.00	146.00	"
	Waste oil burners < 0.4 MW	146.00	146.00	"
	Mobile screening and crushing plant	1,561.00	1,561.00	"
	For the third to seventh applications	932.00	932.00	"
	For the eighth and subsequent applications	472.00	472.00	"
Annual Subsistence Charge	Standard process LOW	731(+98)*	731(+98)*	Outside Scope
	Standard process MEDIUM	1,098 (+147)*	1,098 (+147)*	
	Standard process HIGH	1,653 (+196)*	1,653 (+196)*	
	Service stations/Dry cleaners LOW	75.00	75.00	"
	Service stations/Dry cleaners MEDIUM	149.00	149.00	
	Service stations/Dry cleaners HIGH	224.00	224.00	
	Waste oil burners < 0.4 MW			"
	Odourising of natural gas LOW	75.00	75.00	"
	Odourising of natural gas MEDIUM	149.00	149.00	
	Odourising of natural gas HIGH	224.00	224.00	
	Mobile screening and crushing plant LOW	611.00	611.00	"
	Mobile screening and crushing plant MEDIUM	978.00	978.00	
	Mobile screening and crushing plant HIGH	1,467.00	1,467.00	
	For the third to seventh applications LOW	364.00	364.00	"
	For the third to seventh applications MEDIUM	583.00	583.00	
	For the third to seventh applications HIGH	874.00	874.00	
	For the eighth and subsequent applications LOW	187.00	187.00	
	For the eighth and subsequent applications MEDIUM	299.00	299.00	
	For the eighth and subsequent applications HIGH	448.00	448.00	
	* 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 £98 to the above amounts				
Transfer and Surrender	Transfer	160.00	160.00	Outside Scope
	Partial transfer	471.00	471.00	"
	New operator at low risk reduced fee activity	74.00	74.00	
	Surrender	0.00	0.00	"
	Partial transfer: Service stations and waste oil burners < 0.4 MW	44.00	44.00	"
Temporary transfer for mobiles	First Transfer	50.00	50.00	
	Repeat Transfer	10.00	10.00	
	Repeat following enforcement or warning	50.00	50.00	
Substantial Changes s10 and s11	Standard process	994.00	994.00	Outside Scope
	Standard process where the substantial change results in a new PPC activity	1,561.00	1,561.00	
	Service stations	97.00	97.00	"
	Waste oil burners < 0.4 MW	97.00	97.00	"

**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.

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY AND ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

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

2009/2010 CHARGE £	VAT RATING	2009/2010 CHARGE £	2009/2010 CHARGE £	2009/2010 CHARGE £	VAT RATING
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**LOCAL AUTHORITY ENVIRONMENTAL REGULATION OF INDUSTRIAL PLAN**

**LAPC AND IPC MOBILE PLANT CHARGES**

Number of Authorisations	Application Fee		Subsistence Fee			Outside Scope
			Low	Medium	High	
1	1561.00	Outside Scope	611.00	978.00	1,467.00	"
2	1561.00	"	611.00	978.00	1,467.00	"
3	932.00	"	364.00	583.00	874.00	"
4	932.00	"	364.00	583.00	874.00	"
5	932.00	"	364.00	583.00	874.00	"
6	932.00	"	364.00	583.00	874.00	"
7	932.00	"	364.00	583.00	874.00	"
8 and over	472.00	"	187.00	299.00	448.00	"

2010/2011 CHARGE £	VAT RATING	2010/2011 CHARGE £	2010/2011 CHARGE £	2010/2011 CHARGE £	VAT RATING
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**LOCAL AUTHORITY ENVIRONMENTAL REGULATION OF INDUSTRIAL PLAN**

**LAPC AND IPC MOBILE PLANT CHARGES**

Number of Authorisations	Application Fee		Subsistence Fee			Outside Scope
			Low	Medium	High	
1	1561.00	Outside Scope	611.00	978.00	1,467.00	"
2	1561.00	"	611.00	978.00	1,467.00	"
3	932.00	"	364.00	583.00	874.00	"
4	932.00	"	364.00	583.00	874.00	"
5	932.00	"	364.00	583.00	874.00	"
6	932.00	"	364.00	583.00	874.00	"
7	932.00	"	364.00	583.00	874.00	"
8 and over	472.00	"	187.00	299.00	448.00	"

2009/2010 CHARGE £	2010/2011 CHARGE £	VAT RATING
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**LA-IPPC CHARGES**

Type of Charge	Environment Agency fee for discharge to controlled waters (where relevant)	Local Authority Element		
		2009/2010	2010/2011	Outside Scope
Application	Not Available	3,181.00	3,181.00	Outside Scope
Additional fee for operating without a permit	"	1,124.00	1,124.00	"
Annual Subsistence LOW	"	1,368.00	1,368.00	"
Annual Subsistence MEDIUM	"	1,524.00	1,524.00	"
Annual Subsistence HIGH	"	2,208.00	2,208.00	"
Substantial Variation	"	1,294.00	1,294.00	"
Transfer	"	222.00	222.00	"
Partial Transfer	"	660.00	660.00	"
Surrender	"	660.00	660.00	"

**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. There is no extra fee payable to the Environment Agency where quarterly payments are made.

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY AND ENVIRONMENT BOARD**  
**PROPOSED FEES AND CHARGES FROM 1 APRIL 2010**

	<b>2009/10 CHARGE £</b>	<b>2010/11 CHARGE £</b>	<b>VAT RATING</b>
<b>CONTAMINATED LAND ENQUIRIES</b>			
Simple	10.00	11.00	Outside Scope
Detail	50.00	53.00	"
<b>HOUSING MULTIPLE OCCUPATION REGISTRATION</b>			
Per occupied room (5-yearly charge)	60.00	63.50	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

## Agenda Item No 9

### Community & Environment

25 January 2010

#### Report of the Director of Resources

#### General Fund Revenue Estimates 2010/11

#### 1 Summary

- 1.1 This report covers the revised budget for 2009/10 and an estimate of expenditure for 2010/11, together with forward commitments for 2011/12 and 2012/13.

#### Recommendation to the Board

- a To accept the revised budget for 2009/10;
- b To request the Executive Board to approve or amend the priority order of Growth items for 2010/11; and
- c To accept or otherwise vary the Estimates of Expenditure for 2010/11, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 8 February 2010.

#### 2 Consultation

##### 2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

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

#### 3 Report

##### 3.1 Introduction

- 3.2 In consultation with other Assistant Directors, the Assistant Director (Finance and Human Resources) has prepared an estimate of net expenditure for 2010/11 and this, together with a revised budget for 2009/10, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service, the actual figures for 2008/09 are shown.

- 3.3 At its meeting in September, the Executive Board agreed the budget strategy for 2010/13. For 2010/11, budget savings of £380,000 needed to be identified, of which £228,000 had already been found, with additional savings of £380,000 in 2011/12 and £290,000 in 2012/13. The provision for growth in 2010/11 is £75,000, with a further £125,000 in 2010/11 and £75,000 in 2011/12.

- 3.4 Assistant Directors were asked to identify areas where savings could be made, either by a reduction in expenditure or through the generation of additional income. These have now been incorporated into the estimates being considered, as detailed in section 5 of this report.

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

- No increase in the level of service except where Council approval has already been given
- Pay awards provided on the basis of 1.5% settlement with effect from 1 April 2010 and 1% for both 2011/12 and 2012/13.
- A general provision for inflation of 1.5%, although where contractual obligations require a price increase in line with inflation, these have been provided.

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

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

	<b>Approved Budget 2009/10 £</b>	<b>Revised Budget 2009/10 £</b>	<b>Original Budget 2010/11 £</b>
Employee Costs	2,106,290	1,955,650	1,973,290
Premises Related	511,090	533,290	487,550
Supplies and Services	3,126,640	3,311,790	3,158,730
Transport	125,900	125,580	128,580
Miscellaneous Expenditure	(3,220)	(1,150)	(5,300)
Earmarked Reserves	58,120	(39,600)	54,960
<b>Gross Expenditure</b>	<b>5,924,820</b>	<b>5,885,560</b>	<b>5,797,810</b>
Income	(1,827,220)	(1,974,420)	(1,946,820)
<b>Net Controllable Expenditure</b>	<b>4,097,600</b>	<b>3,911,140</b>	<b>3,850,990</b>
Departmental Support	740,550	690,660	682,580
Central Support	584,270	616,420	589,980
Capital Charges	364,160	431,780	380,240
<b>Net Expenditure</b>	<b>5,786,580</b>	<b>5,650,000</b>	<b>5,503,790</b>

#### 4 Capital Charges

4.1 Capital Charges within this Board relate to Information Services systems.

#### 5 Comments on the 2009/10 Revised Budget

5.1 The revised budget for 2009/10 is estimated to be £5,650,000; a decrease of £136,580 on the approved provision. The main reasons for variations are set out below.

5.2 **Employee costs** have decreased by £150,640 and the main variations are as follows:

Savings due to frozen posts in Leisure and Community Development	(68,770)
Reduction in salary, pension and national insurance budgets from vacant posts within recycling, being covered by agency staff	(31,960)
Customer Contact work in relation to Refuse Collection now showing as a central support recharge	(25,480)
Reduced Staffing budgets at the Leisure Centres	(10,980)
Reduced costs in Rural Regeneration due to maternity leave	(13,710)
Wage budgets removed from Amenity Cleaning and Atherstone Market as no longer required	(6,450)
Additional Project work for Social Inclusion & Sport which is covered by additional grant funding	9,000
<b>Total</b>	<b>148,350</b>

5.3 **Premises** related budgets have increased by £22,200 and the main variations are as follows:

Drain surveying work has been carried out by Warwick District Council (funded from earmarked reserves see 5.6)	23,300
Increase in Building Maintenance Fund recharges	15,430
There has been a reduction in the contracted price per unit on utilities at the leisure centres which has been partially offset by increased usage in utilities at the leisure centres	(6,670)
Reduced premises related costs across leisure centres for heat and ventilation and community development premise hire costs	(6,270)
Reductions in buildings insurance at the leisure centres	(2,100)
Reduction in utility costs at the sports pavilions	(2,000)
<b>Total</b>	<b>21,690</b>

5.4 **Supplies & Services** related budgets have increased by £185,150 and the main variations are as follows:

Spend relating to projects funded by the Big Lottery Fund which will all be reimbursed through grant income.	71,000
Public Health are undertaking work on contaminated land development – however this is funded through earmarked reserves (£1,390) and grant income (£40,740)	42,130
The costs of the Green Space Review funded from Earmarked Reserves	32,000
There are plans to carry out additional works on play areas to be funded from the additional grass cutting income from WCC (£19,700) and use of commuted sums held within earmarked reserves (£7,300).	27,000
Safer Communities planned expenditure for the Hams Hall Barrier and Regeneration Projects within the Borough to be funded from earmarked reserves.	25,000
Increased work levels completed by the Horticulture DSO have increased the spend on the client budget, however this is offset by an increase in surplus shown within the miscellaneous section	20,000
Reduction in kerbside recycling contract costs (reduced participation and therefore reduced level of recyclable material collected)	(20,000)
A one off reduction in the consultation budget to reflect actual expenditure in the year.	(14,070)
<b>Total</b>	<b>183,060</b>

5.5 The revised **miscellaneous** budget has increased by £2,070, however there are some large variations within this total figure

The cost of the Refuse Collection DSO has increased due to redundancy costs, allocated training budget, increased costs from Tamworth Borough Council, increased transport expenditure and a reduction in the number of trade and bulky collections and bin deliveries	37,840
An increased surplus in the DSO for Horticultural Services which was achieved through a holiday and sickness cover reduction	(28,820)
A reduction in employee costs for amenity cleaning DSO	(6,950)
<b>Total</b>	<b>2,070</b>

5.6 **Earmarked reserves** have helped fund some of the additional expenditure detailed in paragraph 5.3 and 5.4. In summary the main movements on reserves are as follows:

The Green Space Review and transfer of commuted sum for grounds maintenance at Dosthill	(39,300)
Hams Hall Barrier and Regeneration budgets	(25,000)
Use of fund (external grant) to cover drain surveying works	(23,300)
Project works for Young People and Intergeneration, Environment and Social Inclusion and Sport	(5,280)
Sports Club Development project work	(3,200)
Public Health are undertaking work on contaminated land development	(1,390)
<b>Total</b>	<b>(97,470)</b>

5.7 **Income** related budgets have increased by £147,200, the main movements are shown in the table below;

Big Lottery Fund grant funding to be used within Community Development	(71,000)
Grant funding relating to Public Health work on contaminated land development	(40,740)
Income received from BREW and Warwickshire County Council to fund the office waste recycling scheme	(30,180)
Parks income has increased due to the County providing funding for 6 grass cuts rather than 3.	(19,700)
Social Inclusion & Sport, Young People and Integration and Safer Communities additional grant funding received during 2009/10.	(20,000)
Atherstone Sports centre income has been increased due to the additional Free Swim Grant funding.	(6,180)
The Memorial Hall's income has increased due to bar sales and additional aerobic classes being provided.	(6,500)
The Sports Club Development Officer joined part way through 2009/10 delaying the projects start. The unused grant will be transferred to an earmarked reserve for future years	13,000
Reduction at Arley Leisure Centre due to current demand	10,870
Reduction in recycling credits (reduction in levels of recycled waste)	12,550
Reduction in bulky waste collections income (reduced demand)	8,000
<b>Total</b>	<b>(149,880)</b>

5.8 **Departmental and Central Support** charges have reduced by £17,740. Included within this variation are increased costs within domestic refuse relating to the customer contact centre which was previously coded to recharged salaries. This is offset by reductions in charges relating to the Community Development section, due to frozen posts.

5.9 **Capital related** costs have increased by £67,620. This is mainly due to new equipment purchases at Arley (£30,830) & Polesworth (£21,070) and the increased depreciation charges associated with the equipment.

## 6 **Comments on the 2010/11 Estimates**

6.1 The total estimated net expenditure for 2010/11 is £5,503,790; a decrease of £282,790 on the 2009/10 approved budget and a decrease of £146,210 on the revised 2009/10 budget.

6.2 **Employee costs** have increased by £17,640 and the main variations are as follows:

Provision for a 1.5% pay award	20,710
Full year budget provision has been reinstated for a number of posts vacant in 2009/10: Recreation Officer and operatives at Coleshill Leisure Centre, operatives at Arley, Sports Club Officer and maternity cover in Rural Regeneration.	18,480
Additional reception cover at the Pool for 2010/11 onwards until the end of the life of the Free Swim grant (2011/12)	6,180
Reinstate operative budgets from 2009/10 due to the short term closure of the Pool	5,800
Additional operative costs to cover project work within Community Development	3,500
The opening hours review at Coleshill & Polesworth leisure centres generated staff savings	(27,000)
Removal of one off funding for Social Inclusion & Sport projects	(13,000)
<b>Total</b>	<b>14,670</b>

6.3 **Premises related** expenditure has reduced by £45,740. This is due to a reduction in the unit cost of utilities at the leisure centres amounting to £26,690 and the removal of one off expenditure of £23,300 for drain surveying work carried out by Warwick District Council in 2009/10 only. This has been partially offset by the 1.5% inflationary increase.

6.4 **Supplies & Services** related expenditure has reduced by £153,060 and the main variations are as follows;

Reductions of one off items relating to the Green Space Strategy Review, Safer Communities, Support to Voluntary Organisations and Public Health work on Contaminated Land.	(156,580)
A number of Big Lottery funded projects will end during 2010/11	(55,650)
Remove spending provision relating to additional county grass cutting income	(19,700)
Spending on Community Development projects has reduced, due to changes in funding available	(8,500)
A saving from the Parks and Playing Fields budget for tree works	(6,500)
Increase in recharges from the Refuse Collection DSO budget	36,840
1.5 % Inflation allowance across supplies and services	18,030
Health Improvement have a number of externally funded projects that will run during 2010/11 (see para. 6.8)	15,850
Consultation budget – reinstate one off saving from 2009/10	14,070
Play Areas – maintenance budget for new play area and reinstate one off saving in 2009/10	6,500
Increase in recharges from the Amenity Cleaning DSO budget	5,190
<b>Total</b>	<b>(150,450)</b>

6.5 **Transport** related costs have increased by £3,000. This is mainly due to increases in vehicle costs related to the recycling service which will be funded largely by the BREW grant income.

6.6 **Miscellaneous expenditure** has moved by £4,150 due to setting DSO budgets to breakeven for the 2010/11 financial year.

6.7 The use of **Earmarked reserves** will decrease by £94,560 and the main changes are shown in the table below;

Removal of one off funding for the The Green Space Review	32,500
Use of funds for Safer Communities project work will not continue into 2010/11	25,500
Removal of one of funds (external grant) to cover drain surveying works	23,000
Health Improvement Narrowing the Gap Funds relating to 2009/10 only	8,500
Sports Club Development Officer – funds to cover officer costs in later years	8,000
Provision for the future replacement of the play area at Ridge Lane will be set aside	3,000
Repayment to the New Initiatives Fund for the pool cover at Atherstone Leisure Centre ended in 2009/10	(8,500)
<b>Total</b>	<b>92,000</b>

6.8 **Income** related budgets have decreased by £27,600, the main movements are shown in the table below;

Reinstatement of some of the income lost due to the closure of the Pool in 2009/10	(40,000)
Additional income as a result of fee increases	(28,840)
New grant funding for Narrowing The Gap to fund health improvement projects	(24,350)
Full year Grant funding for the Sports Club Development Officer	(14,000)
The Big Lottery Funded projects end during 2010/11	55,650
Grant funding for Community Development projects ceases	19,000
Reduced income at Polesworth and Coleshill due to the revised opening hours	2,500
<b>Total</b>	<b>(30,040)</b>

6.9 **Departmental and central support** recharges have reduced by £34,520, with the main change resulting from the removal of the Internal Audit recharge of £27,490 and removal of training budget from Leisure Centres divisional budgets.

6.10 **Capital** costs have reduced by £51,540, the main movements are shown in the table below;

Purchase of deminimis equipment at Polesworth Sports Centre was a one off in 2009/10 only	(20,000)
Purchase of deminimis equipment at Arley Sports Centre was a one off in 2009/10 only	(20,000)
End of lease rental payments for Domestic Wheeled bins	(18,800)
Increased depreciation and deminimis charges at Atherstone Leisure Centre	8,500
<b>Total</b>	<b>(50,300)</b>

## 7 **Growth Items**

7.1 The unavoidable growth included within the Council's Budget Strategy, approved in September 2009 by the Executive Board, was £75,000 for 2010/2011, covering key growth areas at that time.

7.2 Since the strategy was formulated, some additional growth areas have been identified as part of the budget process and those that relate to this Board are detailed below.

7.3 In order to assess the necessity of these growth bids, they have each been scored against the criteria agreed by the Executive Board for ranking growth for 2010/2011 which includes:

- the contribution to Council Priorities
- the statutory need to incur expenditure
- the extent of any external funding or income generated
- the level of risk to the Council should the expenditure not be incurred
- the outcomes expected from the expenditure

The score of each of the bids is also included in the following paragraphs:

- **Additional CAB funding of £15,000** **Score 13**

£15,000 per annum will be necessary to continue to provide the CAB with ongoing additional support. This has previously been provided via the Narrowing the Gap Fund in 2007/08, by using Local Housing Allowance monies in 2008/09 and a one off growth bid in 2009/10. The request for this funding comes at a time when, due to the current economic climate, there are high levels of demand for advice and support on a wide range of social issues.

- **Litter Bins Replacement programme** **Score 6**

The litter bins replacement programme will require expenditure of £6,000 in 2010/11. The 2010/11 original budget includes provision of £3,050 and which covers expenditure including, but not confined to, litterbins. The likely increase in 2010/11 budget would be £4,000.

## 8 **Income**

- 8.1 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.

## 9 **Risks to Services**

- 9.1 The key risk to the budgetary position of the Council from services under the control of this Board are:

- Reduction or cessation of grants expected for use in Community Development.
- Sustained economic downturn leading to reduced membership and usage at facilities, reduced demand for cesspool emptying and trade refuse services.
- The loss of the Coleshill Town Council grounds maintenance contract which expires at the end of 2010/2011 and will then be subject to a re-tendering exercise.
- Maintenance issues on unadopted roads, for which there is minimal budget provision.
- Limited provision exists for dealing with contaminated land issues. If a significant item emerges, any shortfall will need to come from General Fund balances.

## 10 **Future Year Forecasts**

- 10.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the two years following 2010/11. The table below provides a subjective summary for those services reporting to this Board:

	<b>Forecast Budget 2011/12</b> £	<b>Forecast Budget 2012/13</b> £
Employee Costs	2,021,740	2,040,180
Premises Related	497,700	507,860
Supplies and Services	3,209,100	3,285,270
Transport	130,980	131,990
Miscellaneous Expenditure	(4,690)	(4,270)
Earmarked Reserves	42,780	55,240
<b>Gross Expenditure</b>	<b>5,897,610</b>	<b>6,016,270</b>
Income	(1,931,340)	(1,967,890)
<b>Net Controllable Expenditure</b>	<b>3,966,270</b>	<b>4,048,380</b>
Departmental Support	693,350	701,440
Central Support	590,640	600,500
Capital Charges	376,000	374,630
<b>Net Expenditure</b>	<b>5,626,260</b>	<b>5,724,950</b>

The forecasts given above have used a number of assumptions, which include pay awards of 1% for 2011/12 and 2012/13, increases in contracts of 2% and general increases in supplies and service of 1.5%. In total net expenditure is expected to increase by 2.23% in 2011/12 and increase by 1.75% in 2012/13.

- 10.2 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.

## 11 Report Implications

### 11.1 Finance and Value for Money Implications

- 11.1.1 As detailed in the body of the report.

### 11.2 Environment and Sustainability Implications

- 11.2.1 Budgetary processes must seek to provide a forecast of revenues and expenditures and a means to enable the financial performance of the Council to be measured.

- 11.2.2 As a forecasting tool, the budget determines the financial position of the Council over the short to medium term. This allows the Council to manage any expected shortfall in resources whilst maintaining essential services.

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

## Background Papers

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

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

## NORTH WARWICKSHIRE BOROUGH COUNCIL

## COMMUNITY &amp; ENVIRONMENT BOARD

## SUMMARY OF GENERAL FUND REVENUE ESTIMATES

Description	Actual 2008/2009 £	Approved Budget 2009/2010 £	Revised Budget 2009/2010 £	Original Budget 2010/2011 £
Pitches and Pavilions	51,837	49,410	49,620	50,070
Polesworth Sport Centre	86,586	101,250	99,340	83,740
Arley Sports Centre	110,172	127,860	131,580	130,440
Coleshill Sport Centre	117,202	108,700	91,400	94,250
Atherstone Leisure Complex	273,800	300,410	307,810	234,910
Arts Centre	5,652	-	-	-
Memorial Hall	70,623	86,220	81,150	80,530
Public Health	268,984	286,870	293,170	291,490
Refuse Collection - Domestic	918,123	913,560	928,790	929,480
Refuse Collection - Trade	(36,645)	(39,040)	(39,020)	(38,720)
Cesspool Emptying	(43,227)	(50,790)	(55,910)	(56,440)
Recycling	378,011	397,430	342,050	368,710
Animal Control	42,827	39,280	39,790	41,830
Abandoned Vehicles	970	1,390	1,460	1,490
Amenity Cleaning	633,489	689,720	673,990	689,180
Unadopted Roads	5,455	6,750	7,200	7,180
Drain Unblocking Service	42,159	32,320	29,690	29,700
Street Furniture	8,809	9,740	9,850	10,000
Atherstone Market	2,137	2,390	1,800	3,590
Parks, Playing Fields and Open Spaces	362,088	429,120	416,110	376,390
Play Areas	104,943	114,190	111,180	121,260
Public Health(Control of Disease)Act 1984 Burials	(2,034)	70	1,670	70
Sustainable Communities	2,511	2,750	2,750	2,790
Consultation	16,783	16,590	2,520	16,840
Arden Landscape Partnership	(2,270)	-	-	-
Corporate Policy	21,392	28,360	28,360	23,670
Economic Development and Promotion	49,814	64,850	29,830	41,960
Landscape	8,289	8,380	8,380	8,760
Marketing & Market Research	9,104	10,020	7,920	8,040
Support to Voluntary Organisations	97,213	112,180	109,700	96,300
Young People & Intergeneration	17,719	36,820	39,180	40,570
Community Development Environment	31,138	29,930	29,050	29,470
Social Inclusion & Art	32,832	37,820	10,350	10,480
Social Inclusion & Sport	36,769	41,300	35,230	35,450
Community Development Health Improvement	17,117	15,250	14,350	15,130
Community Development Safer Communities	69,075	66,500	50,800	52,070
Activities 4 U	36	-	-	-
Allotments	20,112	20,000	20,000	20,310
Smoke Free Organisation	15	-	-	-
More Time to Play	20	-	-	-
Sports Club Development Officer Programme	-	-	-	-
<b>Net Controllable Expenditure</b>	<b>3,829,630</b>	<b>4,097,600</b>	<b>3,911,140</b>	<b>3,850,990</b>
<b>Departmental Support</b>	<b>742,303</b>	<b>740,550</b>	<b>690,650</b>	<b>682,580</b>
<b>Central Support</b>	<b>537,356</b>	<b>584,270</b>	<b>616,430</b>	<b>589,980</b>
<b>Capital Charges</b>	<b>849,538</b>	<b>364,160</b>	<b>431,780</b>	<b>380,240</b>
<b>Planning and Development Board Total</b>	<b>5,958,827</b>	<b>5,786,580</b>	<b>5,650,000</b>	<b>5,503,790</b>

**3071 - PITCHES AND PAVILIONS**

The management and maintenance of the sports pitches and changing accommodation within main recreation grounds around the borough.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	6,291	6,530	5,200	4,590
Premises Related Expenditure	30,098	33,780	33,400	33,680
Supplies & Services	29,119	23,750	22,780	24,030
<b>GROSS EXPENDITURE</b>	<b>65,508</b>	<b>64,060</b>	<b>61,380</b>	<b>62,300</b>
GROSS INCOME	(13,671)	(14,650)	(11,760)	(12,230)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>51,837</b>	<b>49,410</b>	<b>49,620</b>	<b>50,070</b>
Departmental Support	2,650	2,730	2,710	2,760
Central Support Services	20,289	21,380	24,620	23,360
Capital Charges	66,306	19,690	26,220	26,220
<b>NET EXPENDITURE</b>	<b>141,082</b>	<b>93,210</b>	<b>103,170</b>	<b>102,410</b>

**Contributes to corporate priority :**

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

**KEY PERFORMANCE INDICATORS**

Number of Pitches	20	20	20	20
Number of Teams	31	31	31	31
Number of Hirers	24	24	26	26
Budgeted income per team	£441.00	£472.58	£379.35	£394.52
Budgeted costs per Pitch	£7,054.10	£4,660.50	£5,158.50	£5,120.50

**3072-3073 - POLESWORTH SPORTS CENTRE**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	192,255	209,560	210,290	194,790
Premises Related Expenditure	47,071	48,820	46,570	47,260
Supplies & Services	13,430	16,870	16,730	16,990
Transport Related Expenditure	163	-	-	-
Miscellaneous Expenditure	587	-	-	-
Balance Sheet Item	481	480	480	-
<b>GROSS EXPENDITURE</b>	<b>253,987</b>	<b>275,730</b>	<b>274,070</b>	<b>259,040</b>
GROSS INCOME	(167,401)	(174,480)	(174,730)	(175,300)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>86,586</b>	<b>101,250</b>	<b>99,340</b>	<b>83,740</b>
Departmental Support	19,384	17,290	18,550	16,810
Central Support Services	28,663	31,200	32,220	31,670
Capital Charges	10,385	8,050	29,120	10,380
<b>NET EXPENDITURE</b>	<b>145,018</b>	<b>157,790</b>	<b>179,230</b>	<b>142,600</b>

**Contributes to corporate priority :**

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

**KEY PERFORMANCE INDICATORS**

No of Vists	76,795	70,000	68,810	68,810
Budgeted cost per visit	£4.07	£4.75	£5.14	£4.62
Budgeted income per visit	£2.18	£2.49	£2.54	£2.55
Budgeted Subsidy per visit	£1.89	£2.26	£2.60	£2.07

**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
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	142,927	165,310	155,260	160,220
Premises Related Expenditure	42,490	39,720	44,550	42,620
Supplies & Services	19,477	19,770	18,040	20,020
Balance Sheet Items	(4,015)	-	-	-
<b>GROSS EXPENDITURE</b>	<b>200,879</b>	<b>224,800</b>	<b>217,850</b>	<b>222,860</b>
GROSS INCOME	(90,707)	(96,940)	(86,270)	(92,420)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>110,172</b>	<b>127,860</b>	<b>131,580</b>	<b>130,440</b>
Departmental Support	18,653	16,830	17,810	16,220
Central Support Services	28,976	31,080	31,780	31,090
Capital Charges	67,506	22,610	53,440	34,700
<b>NET EXPENDITURE</b>	<b>225,307</b>	<b>198,380</b>	<b>234,610</b>	<b>212,450</b>

**Contributes to corporate priority :**

**-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens**

**KEY PERFORMANCE INDICATORS**

No of Vists	48,438	43,500	44,890	44,890
Budgeted cost per visit	£6.52	£6.79	£7.15	£6.79
Budgeted income per visit	£1.87	£2.23	£1.92	£2.06
Budgeted Subsidy per visit	£4.65	£4.56	£5.23	£4.73

**3075-3076 - COLESHILL LEISURE CENTRE**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	280,890	273,250	255,200	262,670
Premises Related Expenditure	78,692	74,940	75,800	74,220
Supplies & Services	27,595	34,590	34,530	35,100
Transport Related Expenditure	11	-	-	-
Miscellaneous Expenditure	117	-	-	-
Balance Sheet Items	14,855	20,600	20,600	20,910
<b>GROSS EXPENDITURE</b>	<b>402,160</b>	<b>403,380</b>	<b>386,130</b>	<b>392,900</b>
GROSS INCOME	(284,958)	(294,680)	(294,730)	(298,650)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>117,202</b>	<b>108,700</b>	<b>91,400</b>	<b>94,250</b>
Departmental Support	23,309	17,660	17,230	17,020
Central Support Services	44,002	46,680	51,470	51,120
Capital Charges	53,170	43,540	45,190	46,450
<b>NET EXPENDITURE</b>	<b>237,683</b>	<b>216,580</b>	<b>205,290</b>	<b>208,840</b>

**Contributes to corporate priority :**

**-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens**

**KEY PERFORMANCE INDICATORS**

No of Visits	118,293	110,000	118,650	118,650
Budgeted cost per visit	£4.42	£4.65	£4.21	£4.28
Budgeted income per visit	£2.41	£2.68	£2.48	£2.52
Budgeted Subsidy per visit	£1.73	£1.97	£1.73	£1.76



**3077-3078 ATHERSTONE LEISURE COMPLEX**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	421,144	418,420	427,830	430,190
Premises Related Expenditure	248,525	248,120	254,440	232,790
Supplies & Services	40,028	44,840	44,250	46,110
Transport Related Expenditure	40	-	-	-
Balance Sheet Items	2,629	8,420	8,420	-
<b>GROSS EXPENDITURE</b>	<b>712,366</b>	<b>719,800</b>	<b>734,940</b>	<b>709,090</b>
GROSS INCOME	(438,566)	(419,390)	(427,130)	(474,180)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>273,800</b>	<b>300,410</b>	<b>307,810</b>	<b>234,910</b>
Departmental Support	27,704	22,280	23,800	21,560
Central Support Services	68,387	72,110	80,120	80,280
Capital Charges	166,914	161,630	163,090	171,620
<b>NET EXPENDITURE</b>	<b>536,805</b>	<b>556,430</b>	<b>574,820</b>	<b>508,370</b>

**Contributes to corporate priority :**

**-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens**

**KEY PERFORMANCE INDICATORS**

No of Visits	193,277	141,250	205,620	205,620
Budgeted cost per visit	£5.05	£6.91	£4.87	£4.78
Budgeted income per visit	£2.27	£2.97	£2.08	£2.31
Budgeted Subsidy per visit	£2.78	£3.94	£2.80	£2.47

**3081 - ARTS CENTRE**

The council's arts facility, which was available to local groups for rehearsals, practices and meetings. This facility will not be available for 2008/09 onwards as a council operated venue.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	8	-	-	-
Premises Related Expenditure	5,905	-	-	-
Supplies & Services	105	-	-	-
<b>GROSS EXPENDITURE</b>	<b>6,018</b>	<b>-</b>	<b>-</b>	<b>-</b>
GROSS INCOME	(366)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>5,652</b>	<b>-</b>	<b>-</b>	<b>-</b>
Central Support Services	501	-	-	-
<b>NET EXPENDITURE</b>	<b>6,153</b>	<b>-</b>	<b>-</b>	<b>-</b>

**3082-3083-MEMORIAL HALL**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	75,638	72,080	76,900	79,540
Premises Related Expenditure	42,148	47,100	40,680	39,510
Supplies & Services	16,136	11,990	15,120	14,810
<b>GROSS EXPENDITURE</b>	<b>133,922</b>	<b>131,170</b>	<b>132,700</b>	<b>133,860</b>
GROSS INCOME	(63,299)	(44,950)	(51,550)	(53,330)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>70,623</b>	<b>86,220</b>	<b>81,150</b>	<b>80,530</b>
Departmental Support	4,701	4,020	4,270	3,910
Central Support Services	14,546	16,720	18,140	17,180
Capital Charges	386,223	20,490	23,870	23,870
<b>NET EXPENDITURE</b>	<b>476,093</b>	<b>127,450</b>	<b>127,430</b>	<b>125,490</b>

Contributes to corporate priority :

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

**KEY PERFORMANCE INDICATORS**

No of Visits	43,000	43,000	48,509	48,509
Budgeted cost per visit	£5.20	£4.01	£3.69	£3.69
Budgeted income per visit	£1.47	£1.05	£1.06	£1.10
Budgeted Subsidy per visit	£3.73	£2.96	£2.63	£2.59

**4003-4006 - PUBLIC HEALTH - ASSISTANT CHIEF EXECUTIVE & SOLICITOR TO COUNCIL**

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
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenses	281,593	291,580	297,660	294,960
Supplies & Services	38,144	26,650	69,890	28,240
Balance Sheet Items	6,237	-	(1,390)	-
<b>GROSS EXPENDITURE</b>	<b>325,974</b>	<b>318,230</b>	<b>366,160</b>	<b>323,200</b>
GROSS INCOME	(56,990)	(31,360)	(72,990)	(31,710)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>268,984</b>	<b>286,870</b>	<b>293,170</b>	<b>291,490</b>
Departmental Support	159,490	158,980	140,600	136,790
Central Support Services	23,900	25,680	26,340	26,510
Capital Charges	7,388	5,780	5,180	150
<b>NET EXPENDITURE</b>	<b>459,762</b>	<b>477,310</b>	<b>465,290</b>	<b>454,940</b>

Contributes to corporate priorities :

-Protecting and improving our environment

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

**5000-REFUSE COLLECTION-DOMESTIC****Appendix B**

The collection of domestic refuse from approximately 26,248 households in the Borough. Also the collection of clinical waste from surgeries, nursing homes and private dwellings.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	61,550	65,220	39,740	40,610
Supplies & Services	863,063	895,590	888,420	926,630
(Surplus)/Deficit on DSO	19,476	-	37,840	-
Balance Sheet Items	15,000	-	-	-
<b>GROSS EXPENDITURE</b>	<b>959,089</b>	<b>960,810</b>	<b>966,000</b>	<b>967,240</b>
GROSS INCOME	(40,966)	(47,250)	(37,210)	(37,760)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>918,123</b>	<b>913,560</b>	<b>928,790</b>	<b>929,480</b>
Departmental Support	19,327	19,290	17,340	17,470
Central Support Services	53,900	58,320	84,690	79,150
Leasing Charges	18,900	18,900	18,900	100
<b>NET EXPENDITURE</b>	<b>1,010,250</b>	<b>1,010,070</b>	<b>1,049,720</b>	<b>1,026,200</b>

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

**KEY PERFORMANCE INDICATORS**

Budgeted cost per household	£40.05	£38.18	£41.17	£40.19
Maximum missed collections per 100,000 users	20	20	20	20
Budgeted expected customer satisfaction levels	94%	94%	94%	94%
Budgeted missed collections rectified with 24 hours	95%	95%	95%	95%

**5002 REFUSE COLLECTION-TRADE**

Collecting waste from business premises situated in the Borough.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2008/2009	2009/2010	2009/2010	2010/2011
Employee Expenditure	475	870	870	870
Supplies & Services	170,676	172,660	171,040	174,500
<b>GROSS EXPENDITURE</b>	<b>171,151</b>	<b>173,530</b>	<b>171,910</b>	<b>175,370</b>
GROSS INCOME	(207,796)	(212,570)	(210,930)	(214,090)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(36,645)</b>	<b>(39,040)</b>	<b>(39,020)</b>	<b>(38,720)</b>
Departmental Support	5,808	5,870	5,750	5,850
Central Support Services	21,430	22,930	22,650	17,620
<b>NET EXPENDITURE</b>	<b>(9,407)</b>	<b>(10,240)</b>	<b>(10,620)</b>	<b>(15,250)</b>

Contributes to corporate priority :

-Protecting and improving our environment

**KEY PERFORMANCE INDICATORS**

No. of Bins Collected	685	640	617	617
Gross budgeted cost per bin collected	£289.62	£316.14	£324.65	£322.27
Net budgeted (surplus)/Deficit per bin collected	-£13.73	-£14.95	-£17.21	-£24.72

**5003 - CESSPOOL EMPTYING**

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2008/2009	2009/2010	2009/2010	2010/2011
Employee Expenditure	36,651	39,500	34,810	35,360
Premises Related Expenditure	170	180	180	180
Supplies & Services	68,574	67,120	68,050	69,070
Transport Related Expenditure	24,989	29,470	26,360	27,040
Miscellaneous Expenditure	341	100	100	100
<b>GROSS EXPENDITURE</b>	<b>130,725</b>	<b>136,370</b>	<b>129,500</b>	<b>131,750</b>
GROSS INCOME	(173,952)	(187,160)	(185,410)	(188,190)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(43,227)</b>	<b>(50,790)</b>	<b>(55,910)</b>	<b>(56,440)</b>
Departmental Support	8,151	8,240	7,950	8,090
Central Support Services	35,990	40,050	32,880	34,230
Capital Charges	9,606	9,610	9,610	9,610
<b>NET EXPENDITURE</b>	<b>10,520</b>	<b>7,110</b>	<b>(5,470)</b>	<b>(4,510)</b>

Contributes to corporate priority :

-Protecting and improving our environment

**KEY PERFORMANCE INDICATORS**

Gross budgeted cost per emptying	£65.88	£69.38	£64.26	£65.60
Net budgeted (surplus)/ deficit per emptying	£3.76	£2.54	-£1.95	-£1.61

**5004-RECYCLING**

A wide variety of recycling activities are carried out, including bring sites and the kerbside collection of paper, glass, cans and garden waste. The statutory target for recycling for 2009/10 is 30%. During 2009/10 additional cardboard and plastic recycling was made available at selected bring sites.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenses	161,648	163,030	139,860	145,030
Supplies & Services	314,904	272,890	255,490	257,480
Transport Related Expenditure	75,333	76,560	79,380	81,930
Balance Sheet Items	15,000	15,000	15,000	15,000
<b>GROSS EXPENDITURE</b>	<b>566,885</b>	<b>527,480</b>	<b>489,730</b>	<b>499,440</b>
GROSS INCOME	(188,874)	(130,050)	(147,680)	(130,730)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>378,011</b>	<b>397,430</b>	<b>342,050</b>	<b>368,710</b>
Departmental Support	41,791	42,250	40,890	41,610
Central Support Services	21,574	25,870	26,090	24,470
<b>NET EXPENDITURE</b>	<b>441,376</b>	<b>465,550</b>	<b>409,030</b>	<b>434,790</b>

Contributes to corporate priority :

-Protecting and improving our environment

**KEY PERFORMANCE INDICATORS**

Budgeted cost per household	£18.08	£18.39	£16.10	£17.11
Budgeted tonnes of recycle material collected-green waste	5299	5,300	6,500	6,500
Budgeted tonnes of recycle material collected-red box	2764	2,800	2,450	2,450
Budgeted % of waste recycled	29.60%	30%	30%	30%

**5005 - ANIMAL CONTROL**

Dealing with rats, mice, wasps and certain insects in domestic and non-food business premises. Also sewer baiting for rats in main sewers for Severn Trent Water.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenses	37,431	38,390	37,530	39,390
Supplies & Services	11,493	6,660	9,880	10,140
Transport Related Expenditure	8,019	7,170	6,970	7,050
<b>GROSS EXPENDITURE</b>	<b>56,943</b>	<b>52,220</b>	<b>54,380</b>	<b>56,580</b>
GROSS INCOME	(14,116)	(12,940)	(14,590)	(14,750)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>42,827</b>	<b>39,280</b>	<b>39,790</b>	<b>41,830</b>
Departmental Support	26,060	23,930	22,690	21,750
Central Support Services	28,570	30,890	19,040	17,230
Leasing Charge	2,267	2,520	2,360	2,360
<b>NET EXPENDITURE</b>	<b>99,724</b>	<b>96,620</b>	<b>83,880</b>	<b>83,170</b>

Contributes to corporate priority :

-Protecting and improving our environment

**5006 ABANDONED VEHICLES**

A free removal service provided to deal with abandoned vehicles within the Borough.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	744	280	280	280
Supplies & Services	331	1,340	1,330	1,360
<b>GROSS EXPENDITURE</b>	<b>1,075</b>	<b>1,620</b>	<b>1,610</b>	<b>1,640</b>
GROSS INCOME	(105)	(230)	(150)	(150)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>970</b>	<b>1,390</b>	<b>1,460</b>	<b>1,490</b>
Departmental Support	9,556	9,360	5,220	7,220
Central Support Services	3,299	1,710	1,530	1,550
<b>NET EXPENDITURE</b>	<b>13,825</b>	<b>12,460</b>	<b>8,210</b>	<b>10,260</b>

Contributes to corporate priority :

-Protecting and improving our environment

**5010- AMENITY CLEANING**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	46,302	55,080	49,300	50,380
Premises Related Expenditure	3,600	4,380	3,000	3,050
Supplies & Services	605,163	628,550	626,220	633,900
Transport Related Expenditure	3,262	1,710	2,420	1,850
(Surplus)/Deficit on DSO	(25,203)	-	(6,950)	-
Miscellaneous Expenditure	500	-	-	-
<b>GROSS EXPENDITURE</b>	<b>633,624</b>	<b>689,720</b>	<b>673,990</b>	<b>689,180</b>
GROSS INCOME	(135)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>633,489</b>	<b>689,720</b>	<b>673,990</b>	<b>689,180</b>
Departmental Support	20,010	20,600	20,250	20,660
Central Support Services	18,930	20,660	22,470	20,500
Capital Charges	-	-	420	1,280
<b>NET EXPENDITURE</b>	<b>672,429</b>	<b>730,980</b>	<b>717,130</b>	<b>731,620</b>

Contributes to corporate priority :

-Protecting and improving our environment

**KEY PERFORMANCE INDICATORS**

Cleanliness NI 195 (Litter & Detritus) (The lower the percentage, the cleaner the streets)	11%	13%	10%	13%
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## Appendix B

**5013 - UNADOPTED ROADS**

A small budget to provide minor repairs to the councils unadopted roads.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	31	130	130	130
Premises Related Expenditure	4,454	5,960	5,960	6,050
Supplies & Services	1,170	660	1,110	1,000
<b>GROSS EXPENDITURE</b>	<b>5,655</b>	<b>6,750</b>	<b>7,200</b>	<b>7,180</b>
GROSS INCOME	(200)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>5,455</b>	<b>6,750</b>	<b>7,200</b>	<b>7,180</b>
Departmental Support	5,400	5,580	5,560	5,680
Central Support Services	730	750	950	990
<b>NET EXPENDITURE</b>	<b>11,585</b>	<b>13,080</b>	<b>13,710</b>	<b>13,850</b>

Contributes to corporate priority :  
-Protecting and improving our environment

**5014 - DRAIN UNBLOCKING SERVICE**

A service to the Borough's residents to clear blocked drains. The service is provided only during normal working hours.

Contributes to corporate priority :  
-Protecting and improving our environment

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenses	728	1,440	1,300	1,300
Premises Related Expenditure	21	-	23,000	-
Supplies & Services	30,658	30,880	28,390	28,400
Balance Sheet Items	10,752	-	(23,000)	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>42,159</b>	<b>32,320</b>	<b>29,690</b>	<b>29,700</b>
Departmental Support	5,590	5,760	5,750	5,860
Central Support Services	26,026	28,430	26,460	21,910
<b>NET EXPENDITURE</b>	<b>73,775</b>	<b>66,510</b>	<b>61,900</b>	<b>57,470</b>

Contributes to corporate priority :  
-Protecting and improving our environment

**KEY PERFORMANCE INDICATORS**

No of drains Unblocked	487	520	487	487
Cost per Blockage	£151.49	£127.90	£127.10	£118.01

**5015 STREET FURNITURE (including Street Nameplates and Bus Shelters)**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenses	323	210	210	210
Premises Related Expenditure	40	1,190	1,190	1,210
Supplies & Services	8,446	8,340	8,450	8,580
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>8,809</b>	<b>9,740</b>	<b>9,850</b>	<b>10,000</b>
Departmental Support	10,210	10,550	10,510	10,740
Central Support Services	3,880	3,970	2,480	2,570
<b>NET EXPENDITURE</b>	<b>22,899</b>	<b>24,260</b>	<b>22,840</b>	<b>23,310</b>

**Contributes to corporate priority :**  
**-Protecting and improving our 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
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenses	489	610	50	50
Premises Related Expenditure	1,578	1,640	1,830	3,620
Supplies & Services	70	140	70	70
<b>GROSS EXPENDITURE</b>	<b>2,137</b>	<b>2,390</b>	<b>1,950</b>	<b>3,740</b>
GROSS INCOME	-	-	(150)	(150)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>2,137</b>	<b>2,390</b>	<b>1,800</b>	<b>3,590</b>
Departmental Support	3,410	3,410	3,400	3,430
Central Support Services	3,380	5,160	3,410	3,360
<b>NET EXPENDITURE</b>	<b>8,927</b>	<b>10,960</b>	<b>8,610</b>	<b>10,380</b>

Contributes to corporate priority :

-Defending and improving our countryside and rural 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.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	790	3,670	3,670	3,670
Premises Related Expenditure	852	1,520	1,520	1,520
Supplies & Services	456,120	520,820	595,310	496,950
(Surplus)/Deficit on DSO	(42,450)	(3,320)	(32,640)	(5,400)
Miscellaneous Expenditure	-	-	500	-
Balance Sheet Items	47,131	-	(39,300)	(6,870)
<b>GROSS EXPENDITURE</b>	<b>462,443</b>	<b>522,690</b>	<b>529,060</b>	<b>489,870</b>
GROSS INCOME	(100,355)	(93,570)	(112,950)	(113,480)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>362,088</b>	<b>429,120</b>	<b>416,110</b>	<b>376,390</b>
Departmental Support	31,380	35,420	45,770	48,260
Central Support Services	21,137	22,200	24,130	21,020
<b>NET EXPENDITURE</b>	<b>414,605</b>	<b>486,740</b>	<b>486,010</b>	<b>445,670</b>

Contributes to corporate priorities :

-Protecting and improving our environment

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

**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
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	1,482	510	760	760
Supplies & Services	63,616	86,720	84,870	92,070
Balance Sheet Items	47,180	33,660	33,660	36,660
<b>GROSS EXPENDITURE</b>	<b>112,278</b>	<b>120,890</b>	<b>119,290</b>	<b>129,490</b>
GROSS INCOME	(7,335)	(6,700)	(8,110)	(8,230)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>104,943</b>	<b>114,190</b>	<b>111,180</b>	<b>121,260</b>
Departmental Support	27,881	28,150	28,920	27,870
Central Support	7,400	7,570	7,170	7,340
Capital Charge	47,138	47,410	50,470	50,470
<b>NET EXPENDITURE</b>	<b>187,362</b>	<b>197,320</b>	<b>197,740</b>	<b>206,940</b>

**Contributes to corporate priorities :**

-Protecting and improving our environment

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

**KEY PERFORMANCE INDICATORS**

Cost of maintenance per play area	£4,009.93	£3,899.68	£3,848.06	£4,177.10
Number of play areas meeting the Safety, DDA and Play Value standard	17/28	20 / 31	21 / 31	23 / 31

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

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	58	70	70	70
Supplies & Services	-	-	1,600	-
<b>GROSS EXPENDITURE</b>	<b>58</b>	<b>70</b>	<b>1,670</b>	<b>70</b>
GROSS INCOME	(2,092)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(2,034)</b>	<b>70</b>	<b>1,670</b>	<b>70</b>
Departmental Support	2,260	2,280	2,340	2,330
Central Support Services	1,050	1,100	510	530
<b>NET EXPENDITURE</b>	<b>1,276</b>	<b>3,450</b>	<b>4,520</b>	<b>2,930</b>

**Contributes to corporate priority :**

-Protecting and improving our environment

**5022-SUSTAINABLE COMMUNITIES**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	11	10	10	10
Supplies & Services	2,500	2,740	2,740	2,780
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>2,511</b>	<b>2,750</b>	<b>2,750</b>	<b>2,790</b>
Central Support	640	650	-	-
<b>NET EXPENDITURE</b>	<b>3,151</b>	<b>3,400</b>	<b>2,750</b>	<b>2,790</b>

Contributes to corporate priority :

-Protecting and improving our 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
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	457	20	20	20
Supplies & Services	11,986	16,570	2,500	16,820
Balance Sheet Items	4,340	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>16,783</b>	<b>16,590</b>	<b>2,520</b>	<b>16,840</b>
Departmental Support	25,114	25,590	25,050	23,360
Central Support	620	630	7,350	5,950
<b>NET EXPENDITURE</b>	<b>42,517</b>	<b>42,810</b>	<b>34,920</b>	<b>46,150</b>

Contributes to corporate priority :

-Enhancing community involvement and access to services

**5024- ARDEN LANDSCAPE PARTNERSHIP**

This budget was to support the preparation and implementation of the Arden Landscape Project which resulted in the work on the North Arden Heritage Trail.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	15	-	-	-
Supplies & Services	215	-	-	-
<b>GROSS EXPENDITURE</b>	<b>230</b>	<b>-</b>	<b>-</b>	<b>-</b>
GROSS INCOME	(2,500)	-	-	-
<b>NET EXPENDITURE</b>	<b>(2,270)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**5025 - CORPORATE POLICY**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	683	2,340	2,340	2,340
Supplies & Services	13,231	26,020	26,020	21,330
Transport Related Expenditure	108	-	-	-
Balance Sheet Items	10,370	-	-	-
<b>GROSS EXPENDITURE</b>	<b>24,392</b>	<b>28,360</b>	<b>28,360</b>	<b>23,670</b>
GROSS INCOME	(3,000)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>21,392</b>	<b>28,360</b>	<b>28,360</b>	<b>23,670</b>
Departmental Support	32,664	33,090	32,860	31,330
Central Support	5,730	5,810	9,940	11,340
<b>NET EXPENDITURE</b>	<b>59,786</b>	<b>67,260</b>	<b>71,160</b>	<b>66,340</b>

**Contributes to corporate priorities :**

- Enhancing community involvement and access to services
- Working with our partners to tackle crime, the fear of crime and anti-social behaviour

**5027-5032 - RURAL REGENERATION**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	42,424	57,450	22,430	33,740
Premises Related Expenditure	30	-	-	-
Supplies & Services	12,770	7,400	7,400	7,510
Transport Related Expenditure	-	-	-	710
Balance Sheet Items	(5,410)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>49,814</b>	<b>64,850</b>	<b>29,830</b>	<b>41,960</b>
Departmental Support	22,191	25,290	8,050	10,580
Central Support	6,192	3,840	2,980	3,090
<b>NET EXPENDITURE</b>	<b>78,197</b>	<b>93,980</b>	<b>40,860</b>	<b>55,630</b>

Contributes to corporate priority :  
-Protecting and improving our environment

**5034 - LANDSCAPE**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenses	47	20	20	20
Supplies & Services	8,242	8,360	8,360	8,740
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>8,289</b>	<b>8,380</b>	<b>8,380</b>	<b>8,760</b>
Departmental Support	1,138	1,140	1,160	1,160
Central Support Services	1,590	1,590	730	770
<b>NET EXPENDITURE</b>	<b>11,017</b>	<b>11,110</b>	<b>10,270</b>	<b>10,690</b>

Contributes to corporate priority :  
-Defending and improving our countryside and rural 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
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	2,076	2,410	310	310
Supplies & Services	7,028	7,610	7,610	7,730
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>9,104</b>	<b>10,020</b>	<b>7,920</b>	<b>8,040</b>
Departmental Support	5,122	5,010	7,030	7,060
Central Support Services	1,190	1,240	1,270	1,370
<b>NET EXPENDITURE</b>	<b>15,416</b>	<b>16,270</b>	<b>16,220</b>	<b>16,470</b>

Contributes to corporate priority :

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

**5044- SUPPORT TO VOLUNTARY ORGANISATIONS**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	8,496	8,660	6,170	6,440
Supplies & Services	133,549	103,520	103,530	89,860
Balance Sheet Items	(42,824)	-	-	-
<b>GROSS EXPENDITURE</b>	<b>99,221</b>	<b>112,180</b>	<b>109,700</b>	<b>96,300</b>
GROSS INCOME	(2,008)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>97,213</b>	<b>112,180</b>	<b>109,700</b>	<b>96,300</b>
Departmental Support	3,201	2,420	1,890	1,750
Central Support Services	4,780	3,350	2,510	2,680
Capital Charges	9,726	-	-	-
<b>NET EXPENDITURE</b>	<b>114,920</b>	<b>117,950</b>	<b>114,100</b>	<b>100,730</b>

Contributes to corporate priority :

-Enhancing community involvement and access to services

**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
	2008/2009	2009/2010	2009/2010	2010/2011
Employee Expenditure	18,077	31,650	32,930	34,330
Premises Related Expenditure	3,216	2,000	700	1,020
Supplies & Services	9,142	7,440	12,390	8,570
Transport Related Expenditure	1,935	1,730	2,810	2,660
Balance Sheet Items	7,831	-	(2,140)	-
<b>GROSS EXPENDITURE</b>	<b>40,201</b>	<b>42,820</b>	<b>46,690</b>	<b>46,580</b>
GROSS INCOME	(22,482)	(6,000)	(7,510)	(6,010)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>17,719</b>	<b>36,820</b>	<b>39,180</b>	<b>40,570</b>
Departmental Support	25,675	27,320	25,960	25,790
Central Support Services	6,059	6,350	8,320	8,580
Capital Charges	4,009	3,930	3,080	2,210
<b>NET EXPENDITURE</b>	<b>53,462</b>	<b>74,420</b>	<b>76,540</b>	<b>77,150</b>

**Contributes to corporate priorities :**

- Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens
- Working with our partners to tackle crime, the fear of crime and anti-social behaviour

**5052- COMMUNITY DEVELOPMENT ENVIRONMENT**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	28,494	27,240	26,900	27,490
Premises Related Expenditure	19	110	-	50
Supplies & Services	1,407	1,150	3,310	1,220
Transport Related Expenditure	1,218	1,430	890	710
Balance Sheet Items	6,950	-	(1,500)	-
<b>GROSS EXPENDITURE</b>	<b>38,088</b>	<b>29,930</b>	<b>29,600</b>	<b>29,470</b>
GROSS INCOME	(6,950)	-	(550)	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>31,138</b>	<b>29,930</b>	<b>29,050</b>	<b>29,470</b>
Departmental Support	27,659	27,980	26,220	25,800
Central Support Services	4,091	4,400	5,280	5,510
<b>NET EXPENDITURE</b>	<b>62,888</b>	<b>62,310</b>	<b>60,550</b>	<b>60,780</b>

Contributes to corporate priorities :

- Protecting and improving our environment
- Defending and improving our countryside and rural heritage

**5053 - SOCIAL INCLUSION AND ART**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	22,417	26,930	-	-
Premises Related Expenditure	92	220	80	260
Supplies & Services	7,725	9,240	9,380	9,510
Transport Related Expenditure	1,098	1,430	890	710
Balance Sheet Items	1,500	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>32,832</b>	<b>37,820</b>	<b>10,350</b>	<b>10,480</b>
Departmental Support	25,388	28,040	18,160	18,500
Central Support Services	5,175	5,160	5,680	5,920
<b>NET EXPENDITURE</b>	<b>63,395</b>	<b>71,020</b>	<b>34,190</b>	<b>34,900</b>

Contributes to corporate priorities :

- Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens
- Working with our partners to tackle crime, the fear of crime and anti-social behaviour

**5054- SOCIAL INCLUSION AND SPORT**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	37,118	35,050	43,800	30,650
Premises Related Expenditure	1,188	-	70	-
Supplies & Services	7,770	14,410	16,970	14,620
Transport Related Expenditure	2,087	1,840	2,920	2,770
Balance Sheet Items	4,480	-	(1,640)	(2,440)
<b>GROSS EXPENDITURE</b>	<b>52,643</b>	<b>51,300</b>	<b>62,120</b>	<b>45,600</b>
GROSS INCOME	(15,874)	(10,000)	(26,890)	(10,150)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>36,769</b>	<b>41,300</b>	<b>35,230</b>	<b>35,450</b>
Departmental Support	27,826	28,060	26,280	25,790
Central Support Services	6,665	6,740	8,530	7,090
<b>NET EXPENDITURE</b>	<b>71,260</b>	<b>76,100</b>	<b>70,040</b>	<b>68,330</b>

**Contributes to corporate priorities :**

- Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens
- Working with our partners to tackle crime, the fear of crime and anti-social behaviour

**5055 - COMMUNITY DEVELOPMENT HEALTH IMPROVEMENT**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	26,541	30,210	29,850	31,060
Premises Related Expenditure	53	410	-	-
Supplies & Services	5,065	14,300	14,780	30,810
Transport Related Expenditure	1,107	1,430	890	710
Balance Sheet Items	9,479	(13,300)	(13,370)	(5,030)
<b>GROSS EXPENDITURE</b>	<b>42,245</b>	<b>33,050</b>	<b>32,150</b>	<b>57,550</b>
GROSS INCOME	(25,128)	(17,800)	(17,800)	(42,420)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>17,117</b>	<b>15,250</b>	<b>14,350</b>	<b>15,130</b>
Departmental Support	28,610	31,470	29,660	29,420
Central Support Services	3,416	3,880	5,280	5,490
<b>NET EXPENDITURE</b>	<b>49,143</b>	<b>50,600</b>	<b>49,290</b>	<b>50,040</b>

**Contributes to corporate priority :**

- Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

**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	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	53,872	46,870	31,630	32,370
Premises Related Expenditure	302	1,000	320	510
Supplies & Services	28,187	16,700	44,080	17,970
Transport Related Expenditure	1,318	1,930	1,150	1,220
Balance Sheet Items	(7,259)	-	(25,380)	-
<b>GROSS EXPENDITURE</b>	<b>76,420</b>	<b>66,500</b>	<b>51,800</b>	<b>52,070</b>
GROSS INCOME	(7,345)	-	(1,000)	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>69,075</b>	<b>66,500</b>	<b>50,800</b>	<b>52,070</b>
Departmental Support	35,190	34,700	30,810	30,310
Central Support Services	8,147	19,660	9,980	8,530
<b>NET EXPENDITURE</b>	<b>112,412</b>	<b>120,860</b>	<b>91,590</b>	<b>90,910</b>

**Contributes to corporate priority :**

-Working with our partners to tackle crime, the fear of crime and anti-social behaviour

**5058 - ACTIVITIES 4 U**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	5,111	7,050	7,120	7,100
Supplies & Services	2,087	-	-	-
Transport Related Expenditure	225	-	-	-
Balance Sheet Items	20,757	(6,850)	(6,920)	(6,900)
<b>GROSS EXPENDITURE</b>	<b>28,180</b>	<b>200</b>	<b>200</b>	<b>200</b>
GROSS INCOME	(28,144)	(200)	(200)	(200)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>36</b>	<b>-</b>	<b>-</b>	<b>-</b>
Central Support Services	2,361	2,830	2,770	3,010
<b>NET EXPENDITURE</b>	<b>2,397</b>	<b>2,830</b>	<b>2,770</b>	<b>3,010</b>

**Contributes to corporate priorities :**

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

-Working with our partners to tackle crime, the fear of crime and anti-social behaviour

**5059 - ALLOTMENTS**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	123	-	-	-
Supplies & Services	16,089	20,350	20,350	20,660
Balance Sheet Items	3,900	-	-	-
<b>GROSS EXPENDITURE</b>	<b>20,112</b>	<b>20,350</b>	<b>20,350</b>	<b>20,660</b>
GROSS INCOME	-	(350)	(350)	(350)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>20,112</b>	<b>20,000</b>	<b>20,000</b>	<b>20,310</b>
Departmental Support	9,800	9,960	10,210	9,840
Central Support Services	2,070	2,190	680	740
<b>NET EXPENDITURE</b>	<b>31,982</b>	<b>32,150</b>	<b>30,890</b>	<b>30,890</b>

Contributes to corporate priority :

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

**5061 SMOKE FREE ORGANISATION**

This budget relates to one-off funding received by the council from central government to assist in implementing the new no smoking legislation

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	15	-	-	-
Supplies & Services	5,243	-	-	-
Balance Sheet Items	(5,243)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>15</b>	<b>-</b>	<b>-</b>	<b>-</b>
Central Support Services	880	120	50	50
<b>NET EXPENDITURE</b>	<b>895</b>	<b>120</b>	<b>50</b>	<b>50</b>

Contributes to corporate priorities :

-Protecting and improving our environment

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

## Appendix B

**7850 - MORE TIME TO PLAY (EXTERNALLY FUNDED)**

The Big Lottery funded Play Portfolio Grants

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	20	-	-	-
Supplies & Services	71,177	-	70,800	15,150
Transport Related Expenditure				
Miscellaenous Expenditure	(4,463)	-		
Earmarked Reserves				
<b>GROSS EXPENDITURE</b>	<b>66,734</b>	<b>-</b>	<b>70,800</b>	<b>15,150</b>
GROSS INCOME	(66,714)	-	(70,800)	(15,150)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>-</b>
Central Support Services	1,190	1,370	850	950
<b>NET EXPENDITURE</b>	<b>1,210</b>	<b>1,370</b>	<b>850</b>	<b>950</b>

Contributes to corporate priority :

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

**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.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	-	24,640	15,200	22,340
Transport Related Expenditure	-	1,200	900	1,220
Balance Sheet Items	12,155	110	(3,120)	3,630
<b>GROSS EXPENDITURE</b>	<b>12,155</b>	<b>25,950</b>	<b>12,980</b>	<b>27,190</b>
GROSS INCOME	(12,155)	(25,950)	(12,980)	(27,190)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Central Support Services	-	-	5,080	5,230
Capital Charges	-	-	830	820
<b>NET EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>5,910</b>	<b>6,050</b>

Contributes to corporate priority :

-Tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens

**Memorandum item.**

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

**5116-5120 - HORTICULTURE TRADING ACCOUNT**

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	270,383	313,870	291,910	318,980
Supplies & Services	37,921	17,230	25,770	26,150
Transport Related Expenditure	69,004	67,950	69,800	71,260
Miscellaneous Expenditure	3,848	180	180	180
<b>GROSS EXPENDITURE</b>	<b>381,156</b>	<b>399,230</b>	<b>387,660</b>	<b>416,570</b>
GROSS INCOME	(511,120)	(493,690)	(512,720)	(514,650)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(129,964)</b>	<b>(94,460)</b>	<b>(125,060)</b>	<b>(98,080)</b>
Surplus/(Deficit) on DSO	42,451	3,320	32,640	5,400
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(87,513)</b>	<b>(91,140)</b>	<b>(92,420)</b>	<b>(92,680)</b>
Departmental Support	35,190	36,220	35,630	36,270
Central Support Services	25,486	26,880	30,410	29,200
Capital Charge	26,837	28,040	26,380	27,210
<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 budget.  
(Drain Unblocking Service and Amenity Cleaning DSO)**

**5012 -RAPID RESPONSE**

Private sewer unblocking and assisting with the clearance of fly-tipping, amenity cleaning and sewer baiting.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	51,078	58,890	55,970	55,430
Supplies & Services	879	1,440	1,100	1,100
Transport Related Expenditure	12,740	8,150	9,230	9,410
Miscellaneous Expenditure	-	-	30	-
<b>GROSS EXPENDITURE</b>	<b>64,697</b>	<b>68,480</b>	<b>66,330</b>	<b>65,940</b>
GROSS INCOME	(80,525)	(86,340)	(81,850)	(81,500)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(15,828)</b>	<b>(17,860)</b>	<b>(15,520)</b>	<b>(15,560)</b>
Departmental Support	960	990	960	970
Central Support Services	14,056	14,250	12,790	12,820
Capital Charges	1,766	2,620	1,770	1,770
<b>NET EXPENDITURE</b>	<b>954</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Memorandum item. The cost of the DSO is reflected in the expenditure of the client budgets.**

**5200 - REFUSE TRADING ACCOUNT**

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	470,143	478,650	492,050	455,630
Supplies & Services	21,523	13,920	15,820	14,910
Transport	399,783	407,070	329,380	288,830
Miscellaneous Expenditure	2,313	1,160	1,160	1,180
<b>GROSS EXPENDITURE</b>	<b>893,762</b>	<b>900,800</b>	<b>838,410</b>	<b>760,550</b>
GROSS INCOME	(918,053)	(948,040)	(938,960)	(978,000)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(24,291)</b>	<b>(47,240)</b>	<b>(100,550)</b>	<b>(217,450)</b>
Surplus/(Deficit) on DSO	(19,476)	-	(37,840)	50
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(43,767)</b>	<b>(47,240)</b>	<b>(138,390)</b>	<b>(217,400)</b>
Departmental Support	9,610	9,870	9,580	9,680
Central Support Services	31,166	32,310	33,680	33,950
Capital Charge	2,991	5,060	95,130	173,770
<b>NET EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**5206 - AMENITY CLEANING TRADING ACCOUNT**

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2008/2009	BUDGET 2009/2010	BUDGET 2009/2010	BUDGET 2010/2011
Employee Expenditure	269,169	279,230	272,860	282,900
Supplies & Services	57,650	60,440	58,730	58,520
Transport	44,073	46,280	44,570	45,170
<b>GROSS EXPENDITURE</b>	<b>370,892</b>	<b>385,950</b>	<b>376,160</b>	<b>386,590</b>
GROSS INCOME	(472,981)	(463,230)	(463,150)	(467,410)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(102,089)</b>	<b>(77,280)</b>	<b>(86,990)</b>	<b>(80,820)</b>
Surplus/(Deficit) on DSO	25,203	-	6,950	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(76,886)</b>	<b>(77,280)</b>	<b>(80,040)</b>	<b>(80,820)</b>
Departmental Support	30,320	31,210	30,690	31,220
Central Support Services	22,432	23,390	26,640	25,040
Capital Charge	24,134	22,680	22,710	24,560
<b>NET EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Risk Analysis**

	<b>Likelihood</b>	<b>Potential impact on Budget</b>
Income generation	Medium	Low
Unadopted Roads	Low	Medium
Dealing with contaminated land issues	Low	Medium
Reduction or cessation of grants received	Low	Medium
Coleshill Town Council contract loss	Medium	Low

## **Agenda Item No 10**

### **Community and Environment Board**

**25 January 2010**

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

**Capital Programme Bids –  
Leisure and Community  
Development Division**

#### **1 Summary**

- 1.1 This report identifies proposals for schemes to be included within the Council's capital programme over the next three years (from 2010/11). They each relate to the enhancement of services and facilities within the Leisure and Community Development Division.

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

- a That the Board indicates its support, or otherwise, for each of the schemes previously approved within the Council's three-year capital programme and requests that the Executive Board endorses their continued inclusion in the final programme; and**
- b That the Board indicates whether or not it recommends that any of the schemes currently not included in the long-term capital programme be included on the basis that there are sufficient resources and that they are essential to the continued operation of Council services.**

#### **2 Consultation**

##### **2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members**

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

#### **3 Introduction**

- 3.1 In accordance with the approved process, the Leisure and Community Development Division has submitted outline bids for capital expenditure over the next ten years and in some detail for those schemes proposed for advancement over the next three years. Members are aware of the limited amount of capital resource available to the Council. Not surprisingly, therefore, the value of submitted bids has significantly exceeded the capital sums available to the Authority.
- 3.2 In order to determine which schemes should be included in the final programme, they are assessed and scored against the Council's key corporate priorities, as well as against the level of potential risk to which the Council would be exposed should the

projects not be implemented. As a consequence, certain schemes were identified as being “unavoidable” and, therefore, included in the draft capital programme, whilst others are currently considered to be “avoidable” at this juncture. This report focuses on the next three years of the capital programme (2010/11 to 2012/13) and provides brief narrative on each of the schemes for Members’ consideration.

#### **4 Details of Schemes**

- ...
- 4.1 Appendix A is split into two parts; initially there are details of schemes that have previously been approved for inclusion in the capital programme and secondly those schemes that have previously been assessed as being of a lower priority and/or risk to the Council and, as such, have not been approved for inclusion.
  - 4.2 As previously mentioned, capital funding remains scarce, so, without amendment to the approved schemes, it is unlikely that the Council will be able to afford any of the lower scoring schemes within currently available resources.
  - 4.3 Options are available to Members, however, should they feel strongly that certain projects within the second half of Appendix A are now equally or more important than particular schemes identified for inclusion within the draft capital programme. Either schemes approved for inclusion in the programme can be reduced or deleted in order to counteract the inclusion of any new projects or external borrowing may be undertaken to fund the inclusion of additional schemes. It should be noted, however, that the borrowing may have an impact on the Council’s General Fund position.

#### **5 Schemes Currently Approved in the Three-Year Capital Programme**

##### **5.1 Leisure Equipment**

- 5.1.1 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 requested 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. Conversely, a failure to invest in the facilities’ equipment infrastructure will adversely impact on health and safety standards, customer throughput and income, thereby having a negative impact on the Council’s corporate priorities.

#### **6 Schemes Currently Not Approved for Inclusion in the Capital Programme.**

##### **6.1 Replacement of Coleshill Leisure Centre**

- 6.1.1 As previously reported to the Board, there are fundamental shortcomings in the design, layout, construction and performance of Coleshill Leisure Centre. It is an ageing facility that is reaching the end of its product lifecycle. Refurbishment is not considered to be a viable proposition, not least because it would not be significantly different in terms of complexity and cost from a total replacement. The future of indoor leisure provision in Coleshill has recently been the subject of community-based consultation and options for the replacement of the Leisure Centre will be the subject of future reports to various Boards. The Council has “ring-fenced” any receipts from the sale of the car park opposite the Leisure Centre, and any future sale of the Leisure Centre site itself, towards indoor leisure provision in the town, which is a project that is consistent with a number of the Authority’s key priorities.

## **6.2 Land Drainage at Hurley and Wood End Recreation Grounds**

6.2.1 Members will be aware that this scheme was previously included in the capital programme, but was subsequently withdrawn in view of the length of time it had taken to advance the project. There is, however, a need to install new drainage around the recently installed play areas in both Hurley and Wood End Recreation Grounds if children and young people are not to be deterred from using these important facilities. The original delay in implementing the scheme was caused by the desire to undertake the works in partnership with a wider scheme being advanced by Severn Trent Water. The opportunity to progress this initiative is now available to the Council, subject to the availability of capital programme funding.

## **6.3 Works Associated with the Progression of the Green Space Strategy**

6.3.1 The Board will be aware that the Authority's Green Space Strategy was formally adopted by Full Council at its meeting held in December 2008, at which time the supporting Action and Funding Plan was approved in principle, subject to final endorsement of each year's work plan being determined within the context provided by the Council's overall capital and revenue requirements.

6.3.2 The Green Space Strategy sets out a coherent and structured ten-year framework through which the Borough Council and its partners can work towards enhancing the quality, accessibility and appropriateness of green and open space that meets the demands of residents and visitors. There are, however, significant financial implications associated with the implementation of the Strategy, the capital elements of which are identified in Appendix A. It is evident that the Council cannot commit to full implementation of the Strategy other than within the context provided its available resources. The Strategy, however, is rooted in community and stakeholder consultation and is integrally linked to the fulfilment of Sustainable Community Strategy and Corporate Plan priorities.

6.3.3 The following specific projects, therefore, are identified in Appendix A for Members consideration for inclusion in the capital programme:

- Green space improvements to recreation grounds and open spaces across the Borough
- Phase two of the Play Area Development Programme
- Provision of the first synthetic turf pitch in the Borough at Queen Elizabeth School in Atherstone
- Improvements to parks and recreation grounds in Arley, Coleshill and Polesworth and the renewal of the multi-use games area in Arley
- Developments at sports pitches throughout the Borough, further to the production of a Playing Pitch Strategy

## **7 Report Implications**

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

7.1.1 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. Only those bids that are assessed as having the highest priority, however, will be recommended for approval.

7.1.2 The anticipated capital resources have not improved since the last programme was set and, in fact, the position has deteriorated, as a large percentage of the funding is made up of land sales which, in the current economic climate, will not realise the level of receipts originally expected. As such, Members of this Board should be aware that if schemes not currently approved are to be moved into the recommended capital programme, they will only do so if another approved scheme is reduced or deleted or provision is made for external borrowing.

7.1.3 The financial implications of each proposed project are detailed in Appendix A.

### **7.2 Safer Communities Implications**

7.2.1 Realisation of each of the identified schemes has 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.

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

7.3.1 A number of the proposed schemes, as identified in the main body of the report, have Disability Discrimination and/or "equalities" implications, which will be addressed if the project proposals are approved.

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

7.4.1 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. The services provided through the Leisure and Community Development Division make a positive and lasting impact on individual and collective quality of life within the community.

7.4.2 Proposed bids relating to the refurbishment, replacement and maintenance of Council assets will increase their sustainability and reduce their environmental impact.

### **7.5 Risk Management Implications**

7.5.1 The risks associated with the failure to undertake the proposed schemes are taken into account in the scoring of each of the projects.

### **7.6 Equalities Implications**

7.6.1 An Equality and Impact Needs Assessment (EINA) has been undertaken for the proposal relating to the replacement of leisure equipment and in respect of the Green Space Strategy. Each of the schemes is designed to impact positively upon the corporate priority to enhance community involvement and access to services.

## 7.7 Links to Council's Priorities

7.7.1 The proposed capital projects within the Leisure and Community Development Division have positive implications for the corporate priorities to:

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

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

### Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
None			

Name of the Scheme	Basic Details of the Scheme	Implications if we don't do it	2010/11 Year 1	2011/12 Year 2	2012/13 Year 3	3 YEAR TOTAL
<b>Leisure Equipment</b>	To replace the equipment used in the execution of various activity programmes in each of the leisure centres that conform to industry and market standards relating to customer needs and safety requirements. To protect significant levels of existing income. Whilst a good deal of gym equipment has been replaced over the last few years, there is other sports equipment that is in need to renewal.	Not replacing aged equipment could lead to breakdowns or repairs, there is a potential to not meet customer demands and there may be a decline in income.	20,000	20,000	20,000	<b>60,000</b>
<b>TOTAL</b>			<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>60,000</b>

## Draft Capital Programme 2010/2011- 2012/13 \*\*\* SCHEMES NOT CURRENTLY APPROVED IN THE DRAFT CAPITAL PROGRAMME\*\*\*

Land drainage at Hurley and Wood End Recreation Ground	To install a new drainage system at 2 recreation areas in the borough to prevent water logging. Possibility of being implemented in partnership with Severn Trent.	The areas around the new play area is "boggy" and may deter people from using the new play areas that have been installed	35,000			<b>35,000</b>
Green Space Improvements	Will enable improvements to 23 green spaces across the borough. May be s106 funding opportunities to reduce capital bid	Green spaces will look neglected, may encourage anti social behaviour, will not be used and will be detrimental to the council priority of wellbeing of local residents	50,000	50,000	60,000	<b>160,000</b>
Play Area Development	In 2010/11 there is £150,000 external funding available to replace / enhance 3 play areas. However, this is for younger child provision, not teen provision which is also needed so the £65k is to cover this type of play facility. In 2011/12, there is a need to replace / enhance 7 remaining areas, may be scope to remove 2 play areas, following consultation. The external funding target £180,000, the £260k is sought as a contribution from NWBC.	The current play areas will become obsolete, in need of repair or will need to be closed for H&S reasons and will be detrimental to the council priority of wellbeing of local residents	65,000	260,000		<b>325,000</b>
Synthetic Turf Pitch at QE School	Provide part funding for the pitch to be located at the QE school	We may not have access to the synthetic pitch for the general community if we do not make a financial contribution	50,000			<b>50,000</b>
Improvements to Arley Recreation Ground	Carry out general improvements to Arley Recreation ground, such as boundaries, paths etc	The area will become untidy and unkept, will not encourage users and will be detrimental to the council priority of wellbeing of local residents		80,000		<b>80,000</b>
Playing Pitch Development	Make improvements to the boroughs playing pitches for use by local junior and senior teams	The findings and conclusions of the GSS cannot be implemented		160,000	160,000	<b>320,000</b>
Improvements to Abbey Green Park Polesworth	Carry out general improvements to the recreation ground, such as boundaries, paths etc	The findings and conclusions of the GSS cannot be implemented		125,000		<b>125,000</b>
Improvements to Cole End Park Coleshill	Carry out general improvements to the recreation ground, such as boundaries, paths etc	The findings and conclusions of the GSS cannot be implemented			30,000	<b>30,000</b>
Replace the MUGA at Arley Sports Centre	To replace the existing MUGA (multi use games area) at Arley Sports Centre	The current MUGA surface is not particularly good quality and in fact cannot be used when there is frosty weather. However, the MUGA is popular and it is hoped that the refurbishment of it will make the most of the demand.		20,000	-	<b>20,000</b>
Replacement of Coleshill Leisure Centre	Whilst work is underway to secure partnership working to replace Coleshill Leisure Centre with a new, purpose built facility, the estimated total costs are in the region of £3m	The council could be prosecuted for not complying to DDA regulations, the centre becomes even more "tatty" which puts people off using the centre and there is an increasing risk of a H&S issue with the poor state of repair of the building. Income will continue to decline	3,000,000			<b>3,000,000</b>
<b>TOTAL</b>			<b>3,200,000</b>	<b>695,000</b>	<b>250,000</b>	<b>4,145,000</b>

## Agenda Item No 11

### Community and Environment Board

25 January 2010

#### Report of the Assistant Director (Streetscape)

#### Capital Programme Bids

#### 1 Summary

- 1.1 This report highlights capital schemes relating to municipal buildings, litter bins and car parks under the control of the Community and Environment Board which have been proposed by the Streetscape Division for inclusion.

#### Recommendation to the Board

- a That the Board notes that no schemes are currently approved for inclusion in the 3 Year Capital Programme; and
- b That the Board indicates whether it recommends any of the schemes currently not in the long term capital programme be included on the basis that they are essential to the continued operation of Council services and that sufficient funds are available.

#### 2 Consultation

##### 2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio and Shadow Portfolio Holders have been consulted on the contents of this report and any comments will be reported verbally at the meeting.

#### 3 Introduction

- 3.1 In accordance with the approval process, bids and estimates for capital expenditure for the next three years has been carried out. Members are aware of the limited amount of capital resources available which has resulted in a significant shortfall.

- 3.2 To determine which schemes should be included in the final programme, they are assessed and scored against the Council's key priorities as well as the level of potential risks to which the Council would be exposed to should the schemes not be implemented. Brief outlines of each scheme and their associated risks are detailed below.

#### 4 Details of Schemes

- ... 4.1 There are currently no Streetscape schemes under the control of this Board that are included in the previously approved capital programme. Appendix A, however, shows the divisions schemes that have previously been put forward for inclusion in the capital programme but have been assessed as being of a lower priority and/or risk to the Council and, as such, have not been approved for inclusion.

4.2 As mentioned above, capital-funding still remains scarce so, without amendments to the approved schemes, it is unlikely that the Council will be able to afford any of the lower scoring schemes within the current resources.

4.3 However, if Members feel strongly enough that some of the projects in Appendix A are now important, there are a couple of options. Either a reduction or deletion in the other approved schemes can take place to counteract the inclusion of the new schemes or external borrowing may be undertaken to fund the schemes. However, it should be noted that the latter may have an impact on the General Fund position.

## 5 **Schemes Currently Not Approved in the Capital Programme**

5.1 The following schemes are not in the approved three year capital programme. Further details on each scheme are contained in Appendix A

5.1.1 **Arley Sports Hall – Replacement hard standing/car park.** To resurface the car parking area at the sports hall. The car park has never been resurfaced and it is ultimately becoming patchy and needs either extensive revenue repairs or complete replacement.

5.1.2 **Atherstone Memorial Hall – Major Refurbishment.** The Memorial Hall is almost fifty years old and during that time has benefited from only limited upgrading. The rate of deterioration over recent years has increased and many components, such as the roof and M&E installation have reached the end of their lives. The facility is now in need of comprehensive refurbishment if it is going to remain operational, fit for purpose and be able to attract hirers.

5.1.3 **Litter Bin Replacement.** This allocation is in addition to the revenue funding to replace the older, smaller litter bins in the Borough. The new bins will be larger and less easily vandalised and with the added feature of the corporate logo attached.

5.1.4 **Provision of Cigarette Bins.** With the recent introduction of the No-Smoking legislation, there are more people smoking in open spaces which have an impact on the level of street cleanliness. This funding which amounts to £15,000 over three years, is to purchase new cigarette bins which costs approx £200 each.

5.1.5 **Street Nameplates** – There are a number of roads throughout the Borough that currently don't have street name plates. This provision over the next three years is to provide these roads with name plates and also replace old nameplates that do not meet the corporate standard.

5.1.6 **Wheeled Bins in Lay Bys** – A total allocation of £5100 over 3 years is proposed to replace wheeled rubbish bins in lay bys which have/will be at the end of their useful lives.

## 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. However, only those bids that are assessed as having the highest priority and will be recommended for approval.

6.1.2 The anticipated capital resources have not improved since the last programme was set and, in fact, the position has deteriorated as a large percentage of the funding is made up of land sales which, in the current economic climate, will not realise the level of receipts originally expected. As such, Members of this Board should be aware that if schemes not currently approved are to be moved into the recommended capital programme, they will only do so if another approved scheme is reduced or deleted or external borrowing will be necessary

### 6.2 Environment and Sustainability Implications

6.2.1 Proposed bids relating to refurbishment, replacement and maintenance of municipal buildings should increase their sustainability and reduce their environmental impact.

### 6.3 Risk Management Implications

6.3.1 The risks associated with the failure to undertake the proposed schemes are taken into account when the bids are scored.

### 6.4 Equalities Implications

6.4.1 The Council is required to ensure that as far as it is reasonably practicable, it has taken appropriate steps to ensure compliance with the provisions of the DDA. Failure to do so could result in limiting access to services provided from our buildings and facilities by disabled people and may ultimately lead to legal action being taken against the Authority.

### 6.5 Links to Council's Priorities

6.5.1 These bids relate directly to the Council's priorities around Access to Services and Best Use of Resources.

The Contact Officer for this report is Chris Jones (719265).

#### 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

Name of the Scheme	Basic Details of the Scheme	Implications if we don't do it	2010/11 Year 1	2011/12 Year 2	2012/13 Year 3	3 YEAR TOTAL
Arley Sports Centre - replace hard standing/car park areas	To resurface the car parking area at the sports hall	There will be a call on the revenue budgets to carry out revenue repairs for which there is currently no specific provision		100,000		100,000
Memorial Hall- Refurbishment & Improvement	The Memorial Hall is already dated and lacking in key functionality which makes it hard to attract hirers. Failure to carry out any structural works at the Memorial Hall mean it will become even more difficult to maximise its income generating potential. There have already been issues with the roof leaking which has resulted in less party booking being taken.	Rate of deterioration here has increased, most components reached the end of their lives	2,500,000			2,500,000
Litter Bins	Replace the older, smaller litter bins in the Borough. This is in addition to the revenue funding.	The older bins are easier to vandalise, they are smaller and take more emptying and if they get damaged there is not enough revenue funding to replace.	35,000	35,000	35,000	105,000
Cigarette Bins	With the recent introduction of the No-Smoking legislation, there are more people smoking in open spaces which has an impact on the level of street cleanliness. This funding is to purchase new cigarette bins which costs approx £200 each.	Picking up cigarette ends is more time consuming for litter collecting staff which then slows them down and could result in either more staff costs or less productivity.	5,000	5,000	5,000	15,000
Street Nameplates	Install new street name plates in the Borough to roads where currently they do not exist and to replace old name plates so that they meet the corporate standard. They cost approx £100 each. This is in addition to the revenue funding of £8,100. The revenue budget tends to be spent within the first few months of the year	Roads without signage cause problems to emergency vehicles	15,000	12,500	10,000	37,500
Wheeled Bins in lay bys	Replacement of wheeled bins in lay bys	The bins will fail, there will not be secure bins for litter, the area will look untidy, the NI 195 will be effected	300	3,300	1,500	5,100
<b>TOTAL</b>			<b>2,555,300</b>	<b>155,800</b>	<b>51,500</b>	<b>2,762,600</b>

## **Agenda Item No 12**

### **Community and Environment Board**

**25 January 2010**

#### **Report of the Chief Executive and the Director of Resources**

#### **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2009 – November 2009**

#### **1 Summary**

- 1.1 This report informs Members of the actual performance and achievement against the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for the period April 2009 to November 2009.

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

**That Members consider the achievements and highlight any areas for further investigation.**

#### **2 Consultation**

##### **2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members**

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

#### **3 Introduction**

- 3.1 This report is the second report for the 2009/10 year and reflects the Corporate Plan, which has been agreed for 2009/10. A key change to last years reports were the introduction of new national indicators and the removal of some of the best value performance indicators. The new national indicators include some of the existing best value performance indicators. Management Team have agreed which existing performance indicators are to be monitored during this year. The indicators relevant to this Board are shown in Appendices A and B. There are no new national indicators relevant to this Board. The indicators shown are the ones which are being monitored for this Board on a local basis only.
- 3.2 Management Team receive monthly reports from each division and are monitoring performance on an exception basis i.e. they are reviewing all the red and amber responses. This report informs Members of the progress achieved from April to November 2009 on all of the Corporate Plan and Performance Indicators relevant to this Board. The following definition has been applied using the traffic light warning indicator of red, amber and green.

Red – target not achieved  
 Amber – target currently behind schedule and requires remedial action.  
 Green – target achieved.

#### 4 Progress April 2009 to November 2009

- ... 4.1 Attached at Appendices A and B are reports showing all the Performance Indicators and Corporate Plan targets relevant to this Board. The report is split into divisions as appropriate. The report includes individual comments where appropriate against each of the targets and indicators prepared by the relevant division. The report shows the following status in terms of the traffic light indicator status:

##### Corporate Plan

Status	Quarter 2 Number	Quarter 2 Percentage
Red	0	0%
Amber	4	14%
Green	24	86%
Total	28	100%

##### Performance Indicators

Status	Quarter 2 Number	Quarter 2 Percentage
Red	0	0%
Amber	6	19%
Green	28	81%
Total	32	100%

#### 5 Conclusion

- 5.1 The progress report shows that 86% of the Corporate Plan targets and 81% of the Performance Indicator targets are currently on schedule to be achieved. Members are asked to consider the achievement overall and to identify any areas of concern which require further investigation.

#### 6 Report Implications

##### 6.1 Safer Communities Implications

- 6.1.1 There are community safety performance indicators which are reported to Executive Board.

##### 6.2 Legal and Human Rights Implications

- 6.2.1 The new national indicators have been specified by the Secretary of State for Communities and Local Government as part of a new performance framework for local government as set out in the local Government White Paper Strong and Prosperous Communities.

### 6.3 Environment and Sustainability Implications

- 6.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community.

### 6.4 Risk Management Implications

- 6.4.1 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.

### 6.5 Equalities

- 6.5.1 There are a number of equality related actions and indicators highlighted in the report including developing outreach services, affordable housing, disabled facilities grants, the employment of staff declaring they have a disability and the employment of black and minority ethnic people.

### 6.6 Links to Council's Priorities

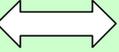
- 6.6.1 There are a number of targets and performance indicators contributing towards the priorities of access to services, improving housing in the borough, tackling health inequalities, achieving a balanced budget and developing our workforce.

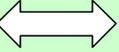
The Contact Officer for this report is Robert Beggs (719238).

### Background Papers

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

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

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
4	Apr-09	Taking action to protect existing village shops and post offices by continue supporting rural post offices by awarding 100% rate relief, investigating and pursuing projects and opportunities which help to maintain rural services and looking to extend to the rural retail grant scheme	Community & Environment Board	AD (R&B)/DCE	Assitant Director Revenues & Benefits	Community Life		100% Rate Relief awarded to all qualifying rural post offices and general stores for 2009/10.	Green	
32	Apr-09	Through the Framework for Rural Action continuing to be sympathetic to the needs of the farming and rural communities, primarily to use the opportunity provided by LEADER to improve access and enhance communication for and with rural communities	Community & Environment Board	DCE/AD (R&B)	Director of Community & Environment	Community Life		We signed the contract for LEADER with AWM at end of October and are currently developing a publicity strategy and contacting LAG partners to come forward with expressions of interest fo projects to benefit rural communities.	Green	
34	Apr-09	Continuing to progress actions identified through the work of the LEADER project	Community & Environment Board	DCE/AD (R&B)	Director of Community & Environment	Community Life		We are currently working with WCAVA to recruit staff and anticipate convening the Local Action Group in December to move forward to review and initiate project proposals.	Green	
37	Apr-09	Limited ability to continue to promote as Economic Development team disbanded but opportunities may arise through introduction of Rural Enterprise Grant.	Community & Environment Board	DCE	Director of Community & Environment	Community Life		We have limited capacity to support rural enterprises but are increasingly woking with partners to secure benefits in NW from County and Sub-regional initiatives. Report to C and E Board in January 2010 will address relationship with WRCC and their role in support for rural communities.	Green	

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
42	Apr-09	Continuing to maintain the cleanliness of the Borough's streets and open spaces, including ensuring that the number of streets failing to meet the cleanliness standard does not exceed the Council's target of 10%	Community & Environment Board	AD (S)	Assistant Director Streetscape	Environment		The latest survey results indicate that standards of cleanliness across the Borough continue to improve with the most recent score of 2% representing the best return to date.	Green	
43	Apr-09	Continuing to take action to improve the quality of the local environment by working more closely with WCC on cleaning and maintenance issues across the Borough and on land drainage and flooding issues targeting those areas identified as most at risk in priority order	Community & Environment Board	AD (S)	Assistant Director Streetscape	Environment		Joint working continues with WCC and other agencies where possible, however recent long term staffing issues both at WCC and NWBC have meant that certain joint projects (particularly around flooding and land drainage) have been delayed. Support in this area continues to be provided by WDC and projects are being progressed where possible.	Amber	
44	Apr-09	Maintaining the benefits of joint working achieved through the Public Realm Partnership and reviewing their effectiveness annually	Community & Environment Board	AD (S)	Assistant Director Streetscape	Environment		A446 - Coleshill Heath to Birmingham Road, northbound. Traffic management provided by WCC Highways.	Amber	
45	Apr-09	Maintaining the clean-up programme, and community litter pick and grot spot schemes as well as expanding new initiatives such as the litter picking equipment loan scheme	Community & Environment Board	AD (S)/AD(L&CD)	Assistant Director Streetscape	Environment		Completed questionnaire received from 10 Parish Councils regarding clean-up activities. Information yet to be processed. Clean-up kits distributed to 8 PCs and Fire Service. Litter picking equipment loaned to 7 groups for community events. Support given to Leicester Housing Ass. for community clean-up event at Stoneleigh Estate, Hartshill. Litter picking activity included in summer activities for young people in Hartshill (Snow Hill Recreation Ground) as part of reward scheme.	Green	

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
46	Apr-09	Continuing to develop effective and proactive measuring for the reduction of litter, fly tipping and dog fouling, including both raising awareness (including the expansion of the litter pledge scheme) and taking enforcement action. Supporting Parish and Town Councils who wish to introduce additional dog control Orders	Community & Environment Board	AD (S)/DCE/AD (L&CD)	Assistant Director Streetscape	Environment		Dog Fouling Campaign launched July 2009 with local support from local primary schools and the Police. The campaign focuses on the Atherstone area and raising awareness on the effects of dog fouling on others. The publicity will be continued through the rest of the year. Closer working arrangements set up between Dog Warden Service and PCSOs with the aim of PCSOs supporting the Dog Warden service through promotion of responsible dog ownership and the reporting of offenders. Environmental Health launched Good Job campaign but incident with Dog Warden has had an impact on service.	Green	↔
47	Apr-09	Introducing a warden scheme in the Borough's main towns concentrating on local public realm and environmental issues	Community & Environment Board	AD (S)/DCE	Assistant Director Streetscape	Environment		New Warden Scheme implemented in April 2009 and will be reviewed in Spring 2010.	Green	↑
48	Apr-09	Introducing further improvements to the grass cutting service where possible and assessing their impact on the overall level of service provision	Community & Environment Board	AD (S)	Assistant Director Streetscape	Environment		Grounds Maintenance Service Review in conjunction with the outcome of the Green Space Strategy is ongoing.	Amber	↔
49	Apr-09	To implement agreed outcomes of the review of the Grounds Maintenance Service Specification by December 2009	Community & Environment Board	AD(S)/AD (L&CD)	Assistant Director Streetscape	Environment		Ongoing.	Amber	↔
50	Apr-09	Continuing the ongoing programme of recycling in various ways, including through education and awareness raising programmes and school visits, in line with the agreed action plan	Community & Environment Board	AD (S)/AD (L&CD)	Assistant Director Streetscape	Environment		Support given to 3 schools with eco-schools programme activities. Recycling display and information taken to two events. One presentation given to a community group on Recycling.	Green	↔
51	Apr-09	Ensuring that the requirements of the Household Waste Recycling that are met by collecting at least two materials for recycling from every suitable household in the Borough	Community & Environment Board	AD(S)/AD (L&CD)	Assistant Director Streetscape	Environment		Flats and more scattered location are now included but the figure has yet to be confirmed under recalculation according to Wasteflow submission. There is confidence however that the requirements of the Act will be met.	Green	↔

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
52	Apr-09	Recording and monitoring the Council's carbon footprint and assessing how the Council can take action to reduce its impact on Climate Change through specific action	Community & Environment Board	ACESC	Assistant Chief Executive & Solicitor to the Council	Environment		The officer working group continues to meet. Current work includes implementing equipment in December to reduce energy use by 7-11%, looking at combine heat and power at Atherstone and Coleshill Leisure Centres, a review of our transport use and appointing energy advisors in each division to monitor energy use. The first audit of the use of energy on the Council Offices was completed at the end of November. A strategy, targets and action plan will be reported to C&E Board in January.	Green	↔
53	Apr-09	Continuing to implement the Green Space Strategy in accordance with the approved Action and Funding Plans	Community & Environment Board	AD (L&CD)	Assistant Director Leisure & Community Development	Health and Well Being		The GSS is being implemented in accordance with the approved Action and Funding Plan and within the constraints of available resources. The GSS Fund is currently being promoted through the Area Fora, with applications due to be considered in January/February 2010.	Green	↔
54	Apr-09	Subsequent to the adoption of the corporate "Health, Well-being and Leisure Strategy" and its associated Action Plans, and further to discussion with the Health, Well-being and Leisure Portfolio Group, determine and commence implementation of the approach to the future provision, management and operation of the Council's leisure facilities	Community & Environment Board	DCE/AD (L&CD)	Assistant Director Leisure & Community Development	Health and Well Being		The future provision, management and operation of the Council's leisure facilities are currently subject to detailed consideration, most notably in respect of the future of indoor leisure provision in Coleshill, appertaining to which initial public consultation concluded at the end of September 2009.	Green	↔
55	Apr-09	Continuing to co-ordinate and implement relevant sections of the North Warwickshire Play Strategy, in accordance with the approved action and funding plans	Community & Environment Board	AD (L&CD)	Assistant Director Leisure & Community Development	Health and Well Being		The NW Play Strategy is being co-ordinated and delivered in accordance with the approved action and funding plans. All six priority projects are being implemented according to timescale.	Green	↔

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
56	Apr-09	Evaluating the impact of the three-year Play Area Development Programme, in part as a precursor to giving consideration to the means by which to improve those plays areas not included within the initial Programme	Community & Environment Board	AD (L&CD)	Assistant Director Leisure & Community Development	Health and Well Being		The Play Area Development Programme evaluation project plan has been approved by the relevant Scrutiny Board sub-committee. Actions are being progressed accordingly. A further four play spaces are to be improved through the national Playbuilder programme.	Green	↔
57	Apr-09	Completing the development of the allotment site in Warton including agreement on the terms of the corresponding lease by May 2009 and advancing the development of a further site in Mancetter	Community & Environment Board	AD (L&CD)	Assistant Director Leisure & Community Development	Health and Well Being		Development of the allotment in Warton is complete. This scheme, which was handed over to the community in December 2009, has been recognised for an award within the Best Kept Villages Competition as a consequence of the positive community involvement in the project. The scheme at Mancetter is subject to a demand analysis being undertaken by the NW Allotment Federation and the identification of a suitable site. Consideration is also being given to the possible provision of allotments in Hurley, where a potential site has been identified.	Green	↔
58	Apr-09	Supporting the North Warwickshire Allotment Federation in its provision of encouragement, advice and mutual assistance. to local Allotment Associations	Community & Environment Board	AD (L&CD)	Assistant Director Leisure & Community Development	Health and Well Being		Support continues to be given to the NW Allotment Federation in accordance with an agreement with this organisation.	Green	↔
59	Apr-09	Co-ordinating the sustainable development of Wellness Matters, in conjunction with NHS Warwickshire including its potential expansion into targeted outreach communities	Community & Environment Board	AD (L&CD)	Assistant Director Leisure & Community Development	Health and Well Being		Wellness Matters is continuing to be developed in conjunction with Warwickshire PCT and the Community Partnership's Health and Well-being Theme Group. Recent initiatives include the development of a Wellness Matters website and the provision of services through BOBs Bus.	Green	↔
60	Apr-09	Continuing to implement the agreed Action Plan for investing in children and young people's health and well-being	Community & Environment Board	AD (L&CD)	Assistant Director Leisure & Community Development	Health and Well Being		Action plan being implemented according to agreed timescales.	Green	↔

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
61	Apr-09	Ensuring compliance with the Council's statutory responsibilities as a partner on the Warwickshire Safeguarding Children Board, and drafting a revised Child Protection Policy	Community & Environment Board	AD (L&CD)	Assistant Director Leisure & Community Development	Health and Well Being		The Council is meeting its responsibilities as a partner on the WSCB. A new Child Protection Policy has been drafted and will be reported to members in the New Year. Consideration is also being given to the proposed ISA regulations.	Green	↔
62	Apr-09	Continuing to prioritise children, young people and their families in the delivery and co-ordination of leisure service provision in accordance with agreed Council priorities and structures and as identified in the Health Well-being and Leisure Strategy	Community & Environment Board	AD (L&CD)	Assistant Director Leisure & Community Development	Health and Well Being		Children, young people and their families are being prioritised in the delivery of services in accordance with agreed (Leisure Facility and P&D) action plans.	Green	↔
63	Apr-09	Continuing to ensure that the work of one of the Council's Community Development Officers is dedicated to identifying and addressing the needs and aspirations of children and young people across the range of service provision, in partnership with Extended Services Teams	Community & Environment Board	AD (L&CD)	Assistant Director Leisure & Community Development	Health and Well Being		Achieved. The Council has a CDO (Young People and Inter-generation) and a Community Projects Officer (Youth) within its P&D section. Both posts are dedicated to addressing the needs and aspirations of young people in conjunction with key partners.	Green	↔
65	Apr-09	Undertake a fundamental service review of Environmental Health, including external peer challenge	Community & Environment Board/Resources Board/	ACE	Assistant Chief Executive & Solicitor to the Council	Housing/Environment		The review is complete and was agreed by Executive Board and Council. The changes have been fully implemented.	Green	↔
67	Apr-09	Continue to develop and deliver a wide range of initiatives such as Activities 4U, Call 4 Sport and holiday play schemes to contribute both to a reduction in instances of anti-social behaviour and to provide constructive leisure opportunities for young people. Continuing to co-ordinate a wide range of targeted community safety projects, including work with young people, both to provide diversionary activities, and to meet the wider needs and aspirations of young people, inter-generational work and wider community development activity.	Community & Environment Board	AD (L&CD)	Assistant Director Leisure & Community Development	Safer Communities		Activities4U and Call4Sport are being targeted at priority areas for reports of anti-social behaviour. These initiatives are successfully engaging young people in positive diversionary activities. A problem solving approach to identified anti-social behaviour is being used on a multi-agency basis. This has proved to be effective across the Borough (Polesworth, Hartshill and Atherstone).	Green	↔

PI Ref	Description	Division	Section	Year End Target	2008/9 Year End	National Best Quartile	SPARSE Best Quartile	Performance	Traffic Light Red/Amber/ Green	Direction	Comments	Suggested reporting interval	Board
BVPI 82	Percentage of household waste arisings : which have been sent by the Authority for recycling	Streetscape	Refuse & Recycling	12%	11.52%			9.72%	Amber	↔	Static. ( All Works areas apparently seeing recessionary effect on dry recycling.)	Q	Community and Environment Board
BVPI 82	The percentage of household waste sent by the Authority for composting or treatment by anaerobic digestion. :	Streetscape	Refuse & Recycling	18%	18.16%			21.66%	Green	↓	Anticipated reduction as the autumn/winter transition is evidenced.	Q	Community and Environment Board
BVPI 84	Number of kilograms of household waste collected per head of the population. :	Streetscape	Refuse & Recycling	480	469			485	Amber	↑	This figure improves with decreasing garden waste figures.	Q	Community and Environment Board
BVPI 88	Number of collections missed per 100,000 collections of household waste :	Streetscape	Refuse & Recycling	20	24.74			22	Green	↔	Static.	Q	Community and Environment Board
REF-LPI 2	Percentage of missed collections put right by the end of the next working day :	Streetscape	Refuse & Recycling	95%	89%			93%	Green	↓	Slight increase	Q	Community and Environment Board
NI191	Residual household waste per household	Streetscape	Refuse & Recycling	751kg	770			777	Amber	↓	Very marginal increase.	Q	Community and Environment Board
NI192	Household waste recycled and composted	Streetscape	Refuse & Recycling	30%	29.68%			31.38%	Green	↑	Remains above target at this report date.	Q	Community and Environment Board
NI193	Municipal waste landfilled	Streetscape	Refuse & Recycling	65%	72.24%			70.57%	Amber	↑	Improved figure	Q	Community and Environment Board
BVPI 91	Percentage of households resident in the authority's area served by kerbside collection of at least two recyclables. :	Streetscape	Refuse & Recycling	95%	91.66%			97%	Green	↑	Figure has increased and revised collection round information is being collated to reflect further additions.	Q	Community and Environment Board
NI195a	Improved street and environmental cleanliness (litter)	Streetscape	Streetscape	8.00%	4.00%			2%	Green	↑		Q	Community and Environment Board
NI195b	Improved street and environmental cleanliness (detritus)	Streetscape	Streetscape	12.00%	7.00%			2%	Green	↑		Q	Community and Environment Board
NI195c	Improved street and environmental cleanliness (graffiti)	Streetscape	Streetscape	4.00%	0.00%			0%	Green	↑		Q	Community and Environment Board
NI195d	Improved street and environmental cleanliness (fly posting)	Streetscape	Streetscape	4.00%	1.00%			0%	Green	↑		Q	Community and Environment Board
P&D PI 1	Number of customer contacts	Leisure & Community Development	Partnership & Development	10,000	-			8530	Green	↑		Q	Community and Environment Board
P&D PI 3	Total number of partners	Leisure & Community Development	Partnership & Development	30	-			19	Green	↑		Q	Community and Environment Board

PI Ref	Description	Division	Section	Year End Target	2008/9 Year End	National Best Quartile	SPARSE Best Quartile	Performance	Traffic Light Red/Amber/ Green	Direction	Comments	Suggested reporting interval	Board
P&D PI 4	Customer satisfaction with Community Development activities	Leisure & Community Development	Partnership & Development	8	-			8.6	Green	↑	The maximum score is out of 10	Q	Community and Environment Board
P&D PI 5	Percentage of successful funding applications	Leisure & Community Development	Partnership & Development	60%	-			83%	Green	↑		Q	Community and Environment Board
P&D PI 6	Number of funding bids supported	Leisure & Community Development	Partnership & Development	30	-			37	Green	↑	Exceeded year end target in Q2	Q	Community and Environment Board
P&D PI 7	Team benchmark % satisfaction scores	Leisure & Community Development	Partnership & Development	75%	-			87%	Green	↑		Q	Community and Environment Board
ACPI 11b	Swimming pools and sports centres: : The net cost per swim/visit	Leisure & Community Development	Leisure Facilities	1.92	1.93			1.68	Green	↑		Q	Community and Environment Board
FAC-LPI 9	Leisure Centres - Total income per visit :	Leisure & Community Development	Leisure Facilities	2.24	2.22			2.60	Green	↑		Q	Community and Environment Board
ACPI 11a	Swimming pools and sports centres: : The number of swims and other visits per 1,000 population.	Leisure & Community Development	Leisure Facilities	7,100	7,011			4,313	Amber	↓		Q	Community and Environment Board
ACPI H1	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	Chief Executive	Env Health (C, L &HP)	100%	91%			83.00%	Green	↑		Q	Community and Environment Board
NI184	Food establishments in the area which are broadly compliant with food hygiene law	Chief Executive	Env Health (C, L &HP)	85%	83%			82.00%	Green	↑		Q	Community and Environment Board
EH-LPI 1	To respond to all complaints and requests for service within three working days (Pests, Dogs and general env health FLARE system)	Housing	Private Sector & Public Health	99%	99.50%			99.50%	Green	↑	The service is performing well with resilience measures working effectively.	Q	Community and Environment Board
BVPI 218a	Percentage of new reports of abandoned vehicles investigated within 24hrs of notification.	Housing	Private Sector & Public Health	80.00%	100.00%			100%	Green	↔		Q	Community and Environment Board
BVPI 218b	Percentage of abandoned vehicles removed within 24 hours from the point at which the Authority is legally entitled to remove the vehicle.	Housing	Private Sector & Public Health	80.00%	95.00%			100%	Green	↔		Q	Community and Environment Board
EH-LPI 2	Number of Pest Control service requests per pest type and income checked by EHM (monthly)	Housing	Private Sector & Public Health	100.00%	-			100%	Green	↔		Q	Community and Environment Board
EH-LPI 3	Number of Dog Warden service requests per type, income, expenditure and fines checked by EHM (monthly)	Housing	Private Sector & Public Health	100.00%	-			100%	Amber	↔	The service is performing well with resilience measures working effectively.	Q	Community and Environment Board
EH-LPI 4	financial - income / expenditure and fixed penalty fines plus monies recovered - 6 month WCC reconciliation as per Audit requirement	Housing	Private Sector & Public Health	100.00%	-			100%	Green	↔	vehicles now collected for free, but last registered keepers not fined and landowners no longer charged	Q	Community and Environment Board

PI Ref	Description	Division	Section	Year End Target	2008/9 Year End	National Best Quartile	SPARSE Best Quartile	Performance	Traffic Light Red/Amber/ Green	Direction	Comments	Suggested reporting interval	Board
EH-LPI 5	EHM/HOS to review each enforcement notice completed or signed FOR THIS TEAM during the previous month in accordance with enforcement protocols, plus case reviews of all prosecutions / cautions etc. and press releases	Housing	Private Sector & Public Health	100.00%	-			100%	Green	↔	Ghaiwal fly tipper - report drafted to C&EB, and press release	Q	Community and Environment Board
EH-LPI 7	letters to all clients who made a service request or were subject to investigation / enforcement plus closed grant cases on a monthly basis with replies followed through - results to feed into NI 182 also	Housing	Private Sector & Public Health	100.00%	-			100%	Green	↔		Q	Community and Environment Board

## Agenda Item No 13

### Community and Environment Board

25 January 2010

#### Report of the Assistant Chief Executive and Solicitor to the Council

#### Climate Change Strategy

#### 1 Summary

1.1 This report seeks this Board's approval of the draft Climate Change Strategy

##### Recommendation to the Board

- a That the draft Climate Change Strategy be approved; and
- b That, following consultation with the Chairman and Opposition Spokesperson, the Assistant Chief Executive and Solicitor to the Council be given delegated power to make any minor amendments to the Strategy.

#### 2 Report

2.1 The Council has had Carbon Management Plans since 2007 and it is recommended that this year's revision be in the format of a Strategy.

... 2.2 The attached Strategy is a working draft and will be consulted on internally and externally and therefore the Board is asked to delegate the power to make minor amendments to the Assistant Chief Executive and Solicitor to the Council.

2.3 The main thrust of the Strategy is to reduce this Council's emissions by 10% in the coming year and the main focus of the work to achieve this will be in reducing energy use in the provision of our services.

#### 3 Report Implications

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

3.1.1 There are no financial implications arising from this report. Any actions that have financial implications will be considered in the usual way.

##### 3.2 Legal and Human Rights Implications

3.2.1 The legal context is detailed in the Strategy.

##### 3.3 Environment and Sustainability Implications

3.3.1 The environmental implications of climate change are at the heart of this report. Reductions in the pace of damage to the environment and the need for more sustainable development are essential to reduce the impacts of climate change.

### 3.4 **Risk Management Implications**

3.4.1 The risks of not having a strategy and action plan are that damage to the environment continues, opportunities are lost to create more sustainable development, that financial savings will not be made. There are also reputational and potential legal risks to the Council if it does not reduce the impact of its activities and adapt its services to a changing climate.

### 3.5 **Equalities Implications**

3.5.1 Increase health impacts and issues of energy efficiency will affect vulnerable parts of our communities greatly. Part of the adaptation measures in particular will focus on vulnerable groups. An Equalities Impact Needs Assessment has been conducted.

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

3.6.1 As detailed in the Strategy.

The Contact Officer for this report is Steve Maxey (719438).

## Foreword

Most people are concerned about the environment and the national media carry report daily on the attempts being made to reduce the impact of our activities on the environment.

North Warwickshire Borough Council has long recognised this need and has taken a number of actions which have been planned via the Carbon Management Action Plan. The Council has also signed the Nottingham Declaration and the Warwickshire Climate Change Strategy.

Given the national and international nature of this issue it is important that this Strategy is aligned with national and regional policy and focussed on the actions that can be done to make a difference within the Borough. This therefore means that more strategic work on energy and transport falls outside of the scope of this Strategy but the Council's work in these areas will be to support regional and other partnership working.

The Warwickshire Strategy's aim is

**To reduce greenhouse gas emissions in Warwickshire to at least the level set out by Government policy, 15%-18% reduction by 2010 and a 60% reduction by 2050 (against 1990 levels). We will achieve this whilst maintaining and improving the quality of life of Warwickshire residents through the implementation of a policy of sustainable development.**

and this Strategy sets out how North Warwickshire Borough Council as an organisation, service provider and community leader will seek to reduce its carbon footprint and adapt to cope with unavoidable impacts of climate change.

## What is Climate Change?

The climate has always changed with periods of extreme weather. Climate change as commonly referred to relates to changes in trends in the weather attributable to human activities and in particular those of the industrialised nations. The Intergovernmental Panel on Climate Change report in 2007 unanimously agreed that climate change was resulting in increased temperatures. These are attributable to the emission of greenhouse gases. There are a number of gases that contribute to global warming. However, the most common, carbon dioxide (CO<sub>2</sub>), is the gas that has been targeted in national and international treaties, trading schemes, the Climate Change Act in the UK, and more locally, the Warwickshire Climate Change Strategy.

## The Greenhouse and subsequent global warming:

### Why do we need to reduce our emissions?

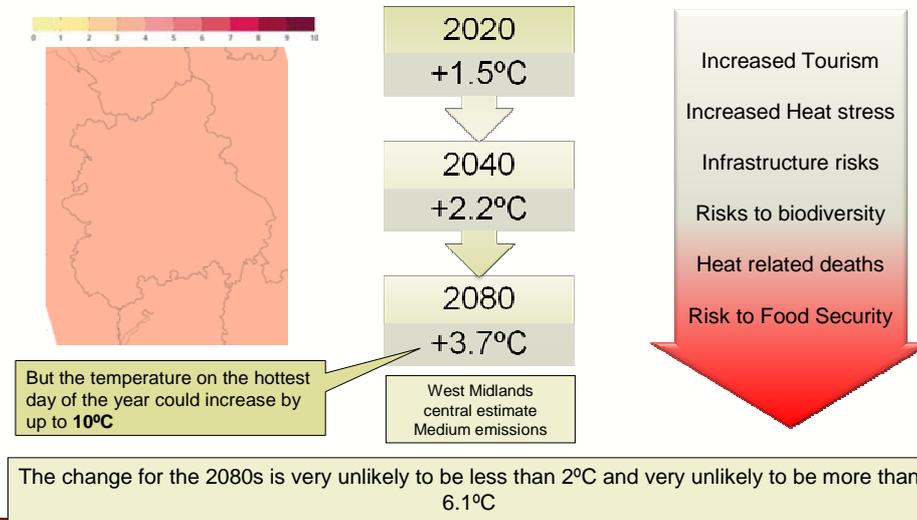
The accepted conclusion among scientists is that unless considerable reductions are made in greenhouse gas emissions soon, this could limit how effectively the impacts of climate change can be managed, and whether global warming can be controlled. Significant warming with substantial impact is already unavoidable. It is important to prevent global warming reaching the “tipping point”. This is when polar ice caps, and frozen tundra melt, fundamentally changing ocean currents and releasing additional greenhouse gases into the atmosphere that will dangerously accelerate warming. The Climate Change Act puts into law targets to reduce carbon dioxide emissions by at least 60% by 2050 and 26-32% by 2020, against a 1990 baseline.

### Impact globally

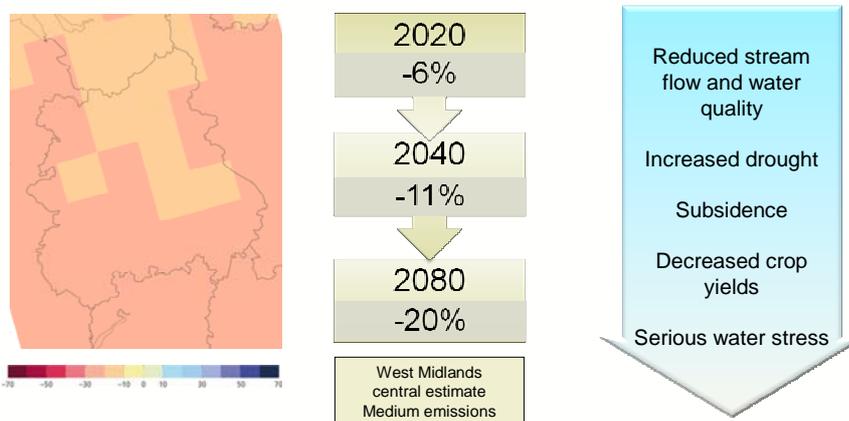
Globally, climate change will impact on sea levels, possibly leaving an additional 72 million people at risk from storm surges. Crops and productivity will alter with those in the most marginal farming areas being the most vulnerable to drought. Crop production will be altered depending on how climate change alters soil and growing conditions in particular regions. Diseases associated with the tropics, such as malaria could increase by 45-50% if the temperature rises by 3-5 degrees Celsius. Asthma and other respiratory diseases would become more acute and prevalent. The elderly and children would also be more vulnerable to extreme heat. Ecosystems will be affected. Mountain glaciers will retreat, forest cover decline and desert conditions become more extreme.

## Impact in the UK

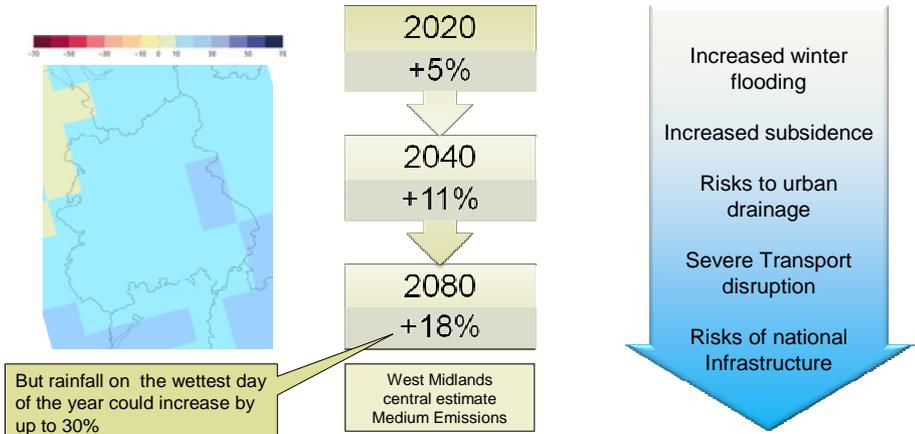
For summer average temperature, we see significant increases over the decades to the 2080s



For rainfall we could see significant summer decreases



## For rainfall we see significant winter increases



For the 2080s the change is very unlikely to be lower than +3% and very unlikely to be higher than +39%

## **Aims and Objectives**

The overarching aim of this Strategy is

**To reduce the emissions produced by the Council by 10% in 2010 and then as agreed in the yearly action plan revision**

Our objectives are:

- To reduce the energy use by the Council in the provision of its services through energy efficient and increased use of renewable energy
- To reduce the water used by the Council and other natural resources through more efficient use of resources and sustainable procurement
- To play a facilitating and educating role for our residents and
- To continue to improve waste management, through waste minimisation and increased recycling

## Links to other Strategies

As well as linking to the Warwickshire Climate Change Strategy, the Local Area Agreement (LAA) Indicators and Targets (1<sup>st</sup> refresh) contain a number of targets relevant to this Strategy, particularly regarding the emissions for the area, adaptation to climate change and residual household waste. In addition the LAA has a local indicator concerning fuel poverty, which has a link to this work.

This Strategy also links with the Warwickshire Sustainable Community Strategy (SCS). Outcome 7.1 is for our environment to be clean, green and sustainable and it is stated that

Warwickshire public sector agencies will set a great example to all on the reduction of their own carbon emissions and actively work with communities across the County to reduce their emissions in line with national and regional targets to tackle climate change and increase the security of future energy supplies.

The aims and objectives of this Climate Change Strategy is therefore wholly aligned with the Warwickshire SCS

This Strategy is also aligned to the North Warwickshire Sustainable Community Strategy. The issue of the local environment is included within the Healthier Communities priority and it states that the quality of the environment is one of the key indirect influences on health.

Within the Council, the Climate Change Strategy links directly into one of the Council's corporate priorities of the Environment. The Corporate Plan states that:

**The Council will work to achieve our priority of PROTECTING AND IMPROVING OUR ENVIRONMENT**

and the Climate Change Strategy is explicitly mentioned with the actions and target outcomes within that section. In addition the actions within the Strategy will also link to those Corporate Plan actions within the Housing and Countryside and Rural Heritage priorities.

In addition, the Strategy links with a number of other internal strategies. These include the Procurement Strategy 2007-2010 which specifically commits the Council to reviewing the impact of contracts over a value of £40,000 on the use of natural resources. The Strategy also states that the Council will procure sustainable, renewable goods and service where this is feasible. These principles are translated into action by the Council's Contract Standing Orders which require contractors to assure the Council that, amongst other things, they comply with our environmental standards and our policies on waste minimisation, sustainable use of energy and reducing contributions to climate change.

The Council is also committed to improving the flexible working arrangements for its staff and adopted a revised Flexible Working Policy in 2009. One effect of this Policy will be to increase the number of people who can work without coming into the office which will reduce the number of miles travelled by staff.

In addition, another policy link worth highlighting is to our work on energy efficiency in housing, both our own and in the private sector. Our Private Sector Decent Homes Policy directs us to address non decent homes with a focus on those failing the

thermal comfort criteria which fits well with climate change by addressing poor insulation and heating systems.

In addition our Private Housing Enforcement Policy directs us to address homes with a category 1 HHSRS hazard which may include 'excess cold', which is the criteria most problem houses on.

Aspects of the Council's work that are likely to be directly affected by climate change are:

- Emergency Planning - for example, increases in one off events requiring use of community buildings for emergency accommodation as the result of flooding.
- Spatial Planning - designing in climate mitigation and adaptation matters. Considering shortage of water in summers and excess water in the winter.
- Built environment - risks of subsidence – will need to ensure that foundations are “future proofed” to deal with extremes of ground moisture levels. Increase in dangerous buildings and trees, through storm, flooding and weakened foundations. Increases in retro fitting of buildings to deal with extremes of temperatures. Wet weather leading to increases in dampness and adverse living conditions.
- Public Buildings - may require retro fitting to deal with extreme heat, increase effectiveness of water management i.e. rainfall, surface water, damp issues.
- Public Car Parks - increased flooding in winter and requirement for shading in the summers.
- Grounds maintenance - increased growing season requiring revised grass mowing patterns. Drought conditions in summer require change in planting. Wetter winters require different winter planting. Planned water management. Parkland - impacts on native trees, ponds and reservoirs.
- Environmental Health - increases in food poisoning due to warmer conditions. Increases in dust conditions requiring hosing down of areas, increase in flooding with public health impacts.
- Community Safety - hot summers likely to result in large groups of people being outside in the summer evenings with possible neighbourhood nuisance issues.
- Waste services - require additional collections of waste to offset public health issue of decaying waste.
- Borough Care – increase heat may cause greater health issues and more calls to the service
- Tourism - greater opportunity for tourism.

## Progress So Far

- Established the Climate Change Working Group.
- Produced two Carbon Management Action Plans.
- Established a base line of all the energy used by the Council and identified the highest using areas.
- Commissioned a report from the Carbon Trust to identify actions the Council can take to reduce its emissions from our use of energy.
- Commissioned a review of our Transport usage from the Energy Savings Trust to identify steps that can be taken to reduce the emissions from our transport use.
- Appointed Energy Advisors within each Division to act as champions for reducing energy use.
- Funding of the Hill Top, Arley Eco Street.
- An affordable warmth strategy that encourages people to improve the energy efficiency of their homes.
- Funding from the Energy Savings Trust's Pay As You Save scheme, as part of a bid led by Birmingham City Council, to encourage people to improve the energy efficiency of their homes
- Insulated hot water pipework at the Depot.
- Replacement all computer screens with energy efficiency flat screens.
- Reduced the controllable temperature in Council offices by 1oC.
- Implemented a range of water saving measures at the main Council offices.
- Purchased a cover for the Atherstone Leisure Centre swimming pool.
- Purchased "PowerPerfector" equipment to regulate the energy supply and reduce the energy need at the main Council offices.
- Helped to institute the first Carbon Reduction Community Group in Fillongley.
- Organised a "Switch it Off" week to highlight energy reduction measures in the main Council offices.
- Included policies within the Local Plan for the generation and use of renewable energy in construction.
- Assessed the Council's land holdings for suitability for renewable energy schemes.
- Chosen a renewable energy supplier for the Council's electricity.
- Created a section on the Council's website to advise people of the action they can take and the funding they can obtain.

## **Future Action**

This Strategy will be reviewed every three years however an action plan will be developed yearly, and reported to the Community and Environment Board in January each year, to plan the activities of the Council and partners in this area for the forthcoming year.

The 2010 plan is attached as Appendix 1 and subsequent year's plans will be attached when they are approved by the Council.

**Climate Change Action Plan 2010**

<b>OBJECTIVE</b>	<b>ACTION</b>	<b>LEAD OFFICER</b>	<b>RESOURCES</b>	<b>TIMESCALE</b>	<b>MEASURABLE OUTCOMES</b>
<p><b>Energy Use</b></p> <p>Produce baseline data for energy consumption and cost to quantify our use of natural resources and identify the main influencing factors</p>	<p>Collation of last two years energy consumption and cost by building and activity to understand what natural resources it consumes, where the most effective interventions are and to identify which operations produce the most carbon</p>	<p>Assistant Chief Executive and Solicitor to the Council (ACE)</p> <p>Climate Change Working Group (CCWG)</p>	<p>Staff Time</p>	<p>September 2009 and then reports to the CCWG every three months</p>	<p>Baseline data for energy consumption and cost and identification of main factors influencing the consumption</p>
<p>Identify carbon reduction initiatives</p>	<p>To produce detailed actions for a Carbon Reduction Delivery Plan, based on the Carbon Trust survey and relating to land, buildings, goods and services, plant, equipment, vehicles, employment practices, and water use. The Plan will prioritise those areas identified in the baseline survey as producing the most carbon</p>	<p>ACE</p> <p>CCWG</p>	<p>Staff Time – Carbon Trust consultancy is free</p> <p>Outlay costs for any proposed actions</p>	<p>March 2010</p>	<p>Reduction in energy use</p> <p>Financial savings</p>

**Climate Change Action Plan 2010**

Develop an Energy Policy	<p>NB Some of the specific measures below may form part of this Delivery Plan</p> <p>Statement regarding use and procurement of energy for the Council</p>	ACE	Staff time	March 2010	Production of the policy
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**Climate Change Action Plan 2010**

<b>OBJECTIVE</b>	<b>ACTION</b>	<b>LEAD OFFICER</b>	<b>RESOURCES</b>	<b>TIMESCALE</b>	<b>MEASURABLE OUTCOMES</b>
Achieve buy in from all divisions	<p>Appoint divisional energy champions to ensure energy use is considered in every day activities, e.g. electrical equipment not left on standby</p> <p>Have bi-annual energy awareness campaigns</p> <p>Ensure other corporate plans support the Delivery Plan</p> <p>Communicate performance against the Delivery Plan to members of staff</p> <p>Ensure sustainability impact appraisals are undertaken for major projects and attached to Board reports for these projects</p>	<p>ACE</p> <p>CCWG</p> <p>All divisions</p>	<p>Staff Time</p>	<p>October 2009 and then have divisional energy audits every three months</p> <p>First one in October to tie in with National Energy Saving Week</p>	<p>Appointment of energy champions</p> <p>Reporting half yearly by the champions to the CCWG</p> <p>Bi-annual campaigns</p>
Reduce energy consumption from electrical equipment	<p>Investigate energy efficiency measures for equipment particularly IT equipment which on</p>	<p>ACE</p> <p>CCWG</p> <p>Information Service</p>	<p>Staff Time</p> <p>Equipment Costs</p>	<p>March 2010</p>	<p>Reduction in energy consumption</p> <p>Cost savings</p>

**Climate Change Action Plan 2010**

	average consume 60% of business energy  Investigate using IT to minimise waste and energy consumption, e.g. on post and printer use	and Procurement Division			
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**Climate Change Action Plan 2010**

<p>Monitor performance of actions</p>	<p>Quarterly meetings of CCWG</p> <p>Include targets for NI 185, 188, 189, 194 and 197 in the Delivery Plan</p> <p>Regular reports on measures to Community and Environment Board and the Scrutiny Board to include performance against the Delivery Plan and the National Indicators</p>	<p>ACE</p> <p>CCWG</p> <p>ACE</p> <p>CCWG</p>	<p>Staff Time</p> <p>Staff Time</p>	<p>Annually</p> <p>January 2010 and then ongoing with at least one report to each Board annually</p>	<p>Minutes of CCWG</p> <p>Report to Members</p> <p>Reports to Board</p>
<p>Ensure actions are independently reviewed and audited</p>	<p>Apply for external accreditation, such as the Energy Institute's Energy Accreditation Scheme</p> <p>Consider the business case for a verified environmental management system</p>				<p>External accreditation</p>

**Climate Change Action Plan 2010**

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**Climate Change Action Plan 2010**

<b>OBJECTIVE</b>	<b>ACTION</b>	<b>LEAD OFFICER</b>	<b>RESOURCES</b>	<b>TIMESCALE</b>	<b>MEASURABLE OUTCOMES</b>
<b>Procurement</b>					
Ensure procurement is as sustainable as possible	Review contract standing orders and procurement practice with a view of making carbon minimisation, energy efficiency and waste minimisation a compulsory element	ACE  Procurement Manager	Staff Time  May be some costs if carbon minimization option is not the cheapest	May 2010	Review of Standing Orders  Sustainable Procurement Register  Case studies of sample procurement exercises
<b>Transport</b>					
Produce baseline data for vehicle mileage and carbon output	Collate existing work mileage from mileage claims  Estimate, through sampling, miles driven by staff each day to work and back	ACE  CCWG	Staff Time	September 2009 and then three monthly reports to the CCWG	Production of the Data
Reduce vehicle mileage and carbon output	Pilot use of alternatives, e.g. electric bike	ACE	Staff Time	September 2010	Pilot scheme
	Develop, consult on and implement a Green Travel Plan for NWBC	ACE  CCWG	Staff Time  Possible external expertise	September 2010	An implemented Green Travel Plan
	Investigate feasibility of alternate fuel use for NWBC vehicles	ACE  CCWG	Staff Time  Possible external expertise.	December 2010	A feasibility study

**Climate Change Action Plan 2010**

<b>OBJECTIVE</b>	<b>ACTION</b>	<b>LEAD OFFICER</b>	<b>RESOURCES</b>	<b>TIMESCALE</b>	<b>MEASURABLE OUTCOMES</b>
<b>Planning</b>					
Ensure that planning powers are used to reduce carbon emissions	Develop planning policies to address Climate Change issues as part of the Council's Local Development Framework Core Strategy	Assistant Chief Executive and Solicitor to the Council	Staff Time	December 2010 per LDF timetable	Adoption of the Core Strategy
	Implement and the 'Merton Rule', whereby developers install on site renewables for generation on 15% of the site's energy requirement (major developments) and investigate going beyond this minimum requirement.	Assistant Chief Executive and Solicitor to the Council	Staff Time	March 2009, per Local Area Agreement, Climate Change and Environment Block Delivery Plan and ongoing	
<b>Housing</b>					
Ensure the energy efficiency of the Council's Housing Stock is improved	Continue working towards the Government's Decent Homes Standard, which includes energy efficiency as a major strand	Assistant Director (Housing)	Staff Time and existing decent homes budget	Ongoing to 2010	SAT ratings  Achievement of Decent Homes Standard

**Climate Change Action Plan 2010**

<b>OBJECTIVE</b>	<b>ACTION</b>	<b>LEAD OFFICER</b>	<b>RESOURCES</b>	<b>TIMESCALE</b>	<b>MEASURABLE OUTCOMES</b>
<b>Housing Cont...</b>					
Ensure the energy efficiency of the private sector Housing Stock is improved	Continue working towards the Government's Decent Homes Standard, which includes energy efficiency as a major strand	AD (Housing)	Staff Time and existing decent homes budget	Ongoing to 2010	Number of energy efficiency grants  Number of Warm Front referrals  Achievement of Decent Homes Standard
Communicate energy efficiency best practice to the public	Investigate the feasibility of a low carbon "show home"	ACE	Staff Time	March 2010	Feasibility study
<b>Recycling</b>					
To continue to work towards the County wide recycling target of 40-45%	Continue to investigate ways of increasing the amount of collected waste that can be recycled	Assistant Director (Streetscape)	Staff Time and existing budget	Ongoing	Percentage level of recycling
Ensure as much of the Council's waste is recycled as is possible	Establish how much waste is currently recycled Re-launch the internal recycling scheme and use divisional recycling champions to ensure wide useage Annual report the level of internal recycling to CCWG	ACE  Assistant Director (Streetscape)  CCWG	Staff Time	March 2010 and ongoing	Baseline data for current position  Appointment of recycling champions  Annual reports to CCWG

### Climate Change Action Plan 2010

<p><b>Partnership Work</b></p> <p>Working with Partners with the North Warwickshire LSP to reduce the use of natural resources</p> <p>Communicate performance against internal and external strategies to the public and stakeholders</p> <p>Ensure the Council is an effective partner in Warwickshire and other sub-regional strategies</p>	<p>Develop an action plan within the Environment Theme Group of the LSP</p> <p>Regular updates via North Talk and the website</p> <p>Develop a section on the Council's website to give the public information about the Council and partner's performance</p> <p>Regular attendance at the Climate Change and Environment LAA Block and the Warwickshire Climate Change Partnership and ensuring that any actions from their delivery plans are intergrated into the internal and external strategies for North</p>	<p>ACE</p> <p>ACE</p> <p>ACE</p> <p>Environmental Health Manager (Private Sector and Public Health)</p> <p>ACE</p> <p>Environmental Health Manager (Private Sector and Public Health)</p>	<p>Staff and Partners' time</p> <p>Staff time</p> <p>Staff time</p> <p>Staff time</p>	<p>August 2010</p> <p>From June 2010</p> <p>January 2010</p> <p>Ongoing</p>	<p>Theme Group Action Plan</p> <p>Articles in North Talk</p> <p>A website section</p> <p>Attendance at meetings</p>
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**Climate Change Action Plan 2010**

Develop Community Carbon Reduction Groups	Warwickshire  Contact community leaders and the public in 3 areas to develop local groups to reduce carbon emissions	ACE  Community Development Officer (Environment)	Staff time	From January 2010	Three community groups
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## Agenda Item No 14

### Community and Environment Board

25 January 2010

#### Report of the Assistant Chief Executive and Solicitor to the Council

#### Prosecution Outcomes – Three Fly Tipping and Waste (Duty of Care) Offences

#### 1 Summary

- 1.1 The report updates Members on the outcome of a three prosecutions brought following cases of fly tipping.

<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 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Councillors Wykes and N Dirveiks, Portfolio Holder and Shadow Portfolio Holder for the Environment have been consulted and any comments will be reported to the Board.

#### 3 Case A

- 3.1 On Thursday 19 February 2009 an incident of fly-tipping that had occurred at the entrance to Arley Wood, Wood Lane, Arley was reported to the Council. Officers from the Council's Environmental Health Division visited the site to investigate. They found a large amount of waste, which they estimated was a full van load consisting of bedroom furniture, cardboard boxes, plastic cable coating and an examination score sheet for a student at Coventry College, Michael Ghaiwal. Photographs were taken of the waste before it was secured as evidence.
- 3.2 Staff contacted Coventry College who were able to confirm Michael Ghaiwal's address was Ansley Road, Nuneaton, Warwickshire, CV10 8NG.
- 3.3 After further investigation on 1 April 2009 a letter under caution was sent to Michael Ghaiwal's mother, Mrs Michelle Ghaiwal. Her response to the questions under caution, which she signed and dated 5 April 2009 was returned to the Council on 14 April 2009.
- 3.4 In her response Mrs Ghaiwal stated that:
- between 15 and 19 February 2009 she had handed waste from her property over to a person she did not know who had approached her whilst going door to door;
  - she had not used that person before and did not pay them to remove her waste;
  - the waste included plumbing, bedroom furniture and a garage door;

- she did not receive a receipt for the waste removed;
  - she did not ask to see the person/company's waste carrier's licence;
  - she had asked her husband many times to remove the waste but without success;
  - a white panel van was used to collect the waste; and
  - this was the only person/company that has removed this type of waste for her.
- 3.5 Letters were sent to Mrs Ghaiwal inviting her in for a formal interview under caution to clarify some points further, however, she failed to respond to the letters and did not attend the interview under caution arranged for May 2009.
- 3.6 Therefore, officers concluded that Mrs Michelle Ghaiwal being a person subject to a duty of care in respect of waste under section 34 of the Environmental Protection Act 1990, which required her to take all such measures available to her as are reasonable in the circumstances to secure that any transfer of household waste by her is only to an authorised person or to a person for authorised purposes, failed to comply with her duty as her waste was not transferred to an authorised person, contrary to section 34(6) of the Environmental Protection Act 1990 as amended.
- 3.7 Mrs Ghaiwal's failure to take any measures to ensure that her waste was transferred to an authorised person, resulted in it being fly-tipped less than five miles from her property at the entrance of a wooded area in Arley, North Warwickshire. It takes a lot of resources for the Council to clear up and investigate this kind of environmental problem. Clearing litter and fly-tipped rubbish costs North Warwickshire Borough Council around £570,000 per year and litter and rubbish are regularly amongst the top issues of concern in the Council's annual survey of its residents.
- 3.8 In Court, the defendant Mrs Ghaiwal pleaded guilty and was fined £250 with costs of £375 also awarded to the Council (against £720.11 requested). A press release was subsequently issued to let the community know what actions the Council is willing to take, and to deter others from potential offences.

#### 4 **Case B**

- 4.1 Another incident of fly tipping was witnessed by a member of public in a field entrance off Windmill Lane, Baxterley on Wednesday 20 and Saturday 23 May 2009. The witness saw two men depositing waste from a vehicle to which a description was given the Council. The witness later provided a witness statement. The waste consisted of several piles of building waste which was fly-tipped on two occasions.
- 4.2 Officers visited the scene to gather evidence and searched the waste. During this search correspondence was found relating to a property which was owned and being renovated by Mr Glynn Sheldon of Dordon. Mr Sheldon was then interviewed under caution by officers and denied any involvement in the offence.
- 4.3 The officers believed that Mr Sheldon was the person responsible for the fly tipping as he was in a position to control the vehicle which was used for the offences, which was on loan from a family member. He put forward no other person who may have been involved. The decision was taken to prosecute Mr Sheldon and he pleaded not guilty at the initial hearing at the Magistrates' on 2 November, a date was set for a full trial on Tuesday 15 December.
- 4.4 Mr Sheldon attended and represented himself, again pleading not guilty. An officer from the Environmental Health Department and the witness both attended to give evidence. After reviewing the evidence the Magistrates' found Mr Sheldon guilty of

fly-tipping by virtue of him being in control of the vehicle at the time and were satisfied the case had been proven beyond all reasonable doubt. Mr Sheldon was fined £200 with £800 costs being awarded to the Council in addition to a victim surcharge of £15. A collection order was made for the total sum of £1015.

## **5 Case C**

5.1 Another case of fly tipping was investigated after a member of the public witnessed an incident of fly tipping on 13 October 2008 at Coppice Lane, Middleton. The witness reported that he noticed a young man on the back of a 3.5 ton flatbed truck throwing builder's rubble off the back of the truck as he pulled out into Coppice Lane. He reversed to get a look at the driver and the number plate. As he did so, the driver noticed him and pulled away very quickly.

5.2 A witness statement was taken by a member of the Environmental Health Department who visited the scene and took photographs of the waste. The waste consisted of a large amount of building waste, fence panels, carpet underlay and general household waste. The vehicle registration number provided by the witness was found to be registered to a Mr Sunah Ali of Sutton Coldfield. He failed to attend four pre-arranged interviews under caution or provide any explanation for the events.

5.3 After failing to attend Court when summonsed Mr Ali was brought to the initial hearing on 2 November under Police custody, he pleaded not guilty and a date for full trial was set for the Tuesday 15 December 2009. Mr Ali failed to attend the trial and was found guilty in his absence of fly tipping as being the person in control of the vehicle which was used. He was fined £1000 with the Council being awarded costs of £1835.68, in addition to a victim surcharge of £15. A collection order was made for £2850.68.

## **6 Report Implications**

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

6.1.1 The fine is payable to the Court (Treasury) and costs to the Council. The costs do not match the sums expended by the Council and fall short of that requested. However, such action is necessary to fulfil the Council's obligations as an enforcing authority and to deter others to reduce the impact and costs of fly tipping on the Council and the environment.

### **6.2 Safer Communities Implications**

6.2.1 Reductions in fly tipping promote a cleaner and safer environment and deter repeat and copy-cat crime.

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

6.3.1 All actions are taken in accordance with the Council's enforcement policy, protocols and human rights provisions.

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

6.4.1 Reducing fly tipping is more sustainable and environmentally friendly than allowing it to go unaddressed.

## 6.5 Human Resources Implications

- 6.5.1 Cases such as this are a valuable learning tool for staff. Duties are within existing job descriptions and competencies. There are no other HR implications.

## 6.6 Links to Council's Priorities

- 6.6.1 As themes, the Council has 'The Environment' – maintaining, protecting and improving the quality of the environment for people living, working in and visiting the area', in addition to 'Safer Communities' – making North Warwickshire a safer place to live, work and enjoy and where the fear of crime and disorder is low', and a priority of Protecting and improving our environment. The prosecution outcomes also count towards the Council's NI196 rating which will be reported after the end of the business year.

The Contact Officer for this report is David Baxendale (719322).

### 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

**Health, Well-being and Leisure Portfolio Group**  
**18 September 2009**

Attended	Portfolio Members - Councillors Smitten, Pickard and Welby Ward Members – Councillors Gordon and Sherratt Officers – Simon Powell, Peter Wheaton and Jaki Douglas
Apologies	Councillor Fowler and Ann McLauchlan

**Minutes**

		Action
<b>1</b>	S.Powell handed out the consultation update sheets including: Consultation timetable, Promotion of the consultation, Planning considerations of identified sites and the Feedback Sheet.	
<b>2</b>	<p><b>Consultation</b></p> <p>Cllr Pickard queried Parish and Town Council input. Coleshill Town Council had requested a meeting and the only other response had come from Polesworth Town Council. All had been sent a letter informing them of the consultation.</p> <p>Members requested that a verbal update should be provided at Area Forum South (which is due to take place at Coleshill School).</p> <p>Cllrs Welby and Pickard requested information on the costs incurred so far through the consultation process.</p>	<p><b>S.Powell</b></p> <p><b>S Powell</b></p>
<b>3</b>	<p><b>Update Position</b></p> <p>156 questionnaires had been received to date (although this is not representative of all those who have input into the process – some questionnaires completed by couples/groups).</p> <p>Additional non-user work is being undertaken and the event</p>	

	<p>at the school is now to take place on 24 September.</p> <p>Members commented on the possibility of the South Field Farm site – this is to be added to the list and checked with Planning.</p> <p>Affordability and sustainability is an issue, throughout the next consultation stage officers were instructed to be straight with the public on the position.</p> <p>S Powell identified that there is a need to narrow down the possible sites / facilities before options appraisals / feasibility studies are undertaken.</p> <p><b>Activities</b></p> <p>Currently people are asking for a minimum of what is already provided – notional cost to replace the current facility is in the region of £3 – 3.5M.</p> <p><b>Feedback session on 23 September</b></p> <p>Members requested that officers just be truthful about current position.</p>	<b>S Powell</b>
<b>4</b>	<p><b>Suggestions for Strategic Matters to be Addressed Through the Corporate Plan Process</b></p> <p>Health, Well-being and Leisure Strategy  Coleshill / Building Schools for the Future  Green Space Strategy  Play Area Evaluation</p>	
<b>5</b>	<p>Next meeting to be arranged to allow the Portfolio Group to inform the development of the next Corporate Plan.</p>	<b>S.Powell</b>

## Health, Well-being and Leisure Portfolio Group

16 December 2009

Attended	Portfolio Members - Councillors Smitten and Pickard Officers – Ann McLauchlan, Simon Powell, Alethea Wilson and Jaki Douglas
Apologies	Councillors Welby, Fowler and Morson and Peter Wheaton

### Minutes

		Action
<b>1</b>	<p><b>Division Plan</b></p> <p>The Leisure and Community Development Divisional Plan was circulated amongst the Group, the content discussed and actions clarified where requested. Copies of the Plan will be circulated with the minutes.</p> <p>The Plan will go to the Community and Environment Board in January for adoption.</p>	<p><b>J.Douglas</b></p> <p><b>S.Powell</b></p>
<b>2</b>	<p><b>Green Space Strategy Funding</b></p> <p>Alethea Wilson circulated the results of the feedback on the priorities for spending the Green Space Strategy Fund. More work is required to clarify spend priorities. Reports will be taken to Area Forums in January/February.</p>	<p><b>A.Wilson</b></p>
<b>3</b>	<p><b>AOB</b></p> <p>Next meeting date to be confirmed.</p>	<p><b>S.Powell</b></p>

Present: Cllrs Freer, L Diverveiks, Sherratt, Fowler. Officers; Bob Trahern, Carol Musgrave (CAB)  
Apologies: Cllr M Moss, Butcher

		Action
1)	<p><b>Matters arising from last meeting.</b> None.</p>	
2)	<p><b>CAB Presentation</b></p> <p>Carol Musgrave attended for this item. She gave an in depth view of CAB activity and indicated how the additional funding of £15k had been spent which was committed initially as a growth item in the 2009/10 budget only.</p> <p>Members asked for a summary sheet that could be used to consider at the time of budget setting and indicated that this would be important for all members in helping reach a decision on whether it was possible to continue the funding at this level in 2010/11. Bob commented on the ever closer working arrangements with the CAB and other agencies in terms of the BOB bus project and the impact of the recession was substantiated in terms of increased activity and pressures that had been replicated in his team. Members were very supportive of the excellent work being undertaken and thanked Carol and Bob for their work and Cllr Fowler asked that this be recorded</p>	
3	<p><b>Update on Child Poverty Bus Project and other Financial Inclusion Projects</b></p> <p>Bob advised that it was expecting a decision from the Dept for Schools, Children &amp; Families by early December concerning the level of funding for the BOB project in 2010/11.</p> <p>He also indicated that the Council were bidding along with all CAB's, the Coventry and Warwickshire Development Agency and Warwickshire Welfare Rights for nearly £800k work of funding to address the narrowing the gap agenda via a bid for LSP2 monies. The bid had made it through the first stage and a fuller application was to be considered by a countywide group on 7 December Further bids were also being submitted to the area forum for specialist monies and we are exploring other possible grants that we can bid in partnership with our third sector partners. A bid for LEADER funding that has just been approved was to be made to extend the BOB bus project for another 18 months post March 2011 and to fund other important outreach work. The group would be consulted on these prior to their submission where time permitted.</p> <p>Members were very pleased with the older people and family booklets that had been issued and were supportive budget pending of similar publications in the future. Bob also advised of the work being undertaken with Severn Trent and the activity planned for Dickens night.</p> <p>Bob also indicated that a financial inclusion awareness day was being run for all front line staff on 16 December and it was agreed that members should be invited. This would provide important information as well as some handy z cards that would ensure key information could be provided to all our customers anywhere and by anyone in the borough.</p>	

4

## **Update on Customer Access Strategy Developments**

Bob updated on each of the following headings and the key outcomes are highlighted. It is expected that these issues will be considered by the Resources Board in February and April 2010 and comments to assist decision making will be included in reports if made by the portfolio group

**Update on Library Discussions** - Bob advised that the recommendation approved by the Resources Board in March 2009 to install a free-phone in Polesworth library for 6 months before considering its wider use had not been progressed based on the decision of WCC to charge for use of self serve machines from April 2009. However, he indicated that discussions had started to determine whether Polesworth and Coleshill libraries could become Warwickshire Direct outlets for seeing people face to face based on county library outlets in other parts of Warwickshire which would be better for all.

Members were supportive of this approach that would need to be costed as it would provide walk in facilities in three different locations of the borough. Bob was asked to explore the options/costs further and report back to the next meeting so a recommendation could be made to the Resources Board. This was seen as the most cost effective way of delivering outreach and could be funded in all or part by the revenue growth of £25k agreed as part of the 2009/10 budget cycle.

**Update on Leader Discussions** – Bob would be working closely with Ann McLaughlan and CAVA to support groups that may be making bids for a variety of access and transport projects providing they are with community based partners and projects. Installing computers and printers as community information points around the county was a strong possibility which members were supportive of pursuing along with other opportunities to deliver outreach in the borough.

5

## **Gov Metric and Experian Update**

Bob updated the group on the two software products that had been implemented by the Council to obtain better information about its customers to enable services to be better targeted and get better satisfaction data to inform future decision making.

Members were interested in how data would be obtained, its accuracy and its use. They were supportive of the approach and it was agreed that future update reports would need to form part of the groups agenda to monitor the benefits and value of these products

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## **Date of the Next Meeting**

9 December 2009 at 10.00am in the Committee Room at the Council House then bi monthly thereafter.

## **Proposed Dates**

10/2/10, 7/4/10, 9/6/10, 11/8/10, 13/10/10, 8/12/10

They will be cancelled if there is not enough business

**Minutes of the Community Life Portfolio Group Meeting held on 9 December 2009 held at the Council House, Atherstone**

Present: Cllrs L Freer, L Dirveiks, G Sherratt, Officers; Bob Trahern  
Apologies: Cllr M Moss,

	Action
1)	<p><b>Matters arising.</b></p> <p>All matters with actions required from the last meeting were included on the agenda</p> <p>LF asked that BT advise the other members, (Cllr Butcher, Lea and Fowler) who were absent, other than Margaret Moss who had given apologies, that they were members of the community life group</p> <p>It was also agreed that where papers were circulated in advance of the meeting it should be stated whether they were for information only or for printing to discuss</p>
2	<p><b>Update on Child Poverty Bus Project and other Financial Inclusion Projects</b></p> <p>BT confirmed that the DCSF had now approved additional funding for the BOB bus meaning that the project was able to run until March 2011. Total funding for the project now stood at just over £250k</p> <p>He also indicated that the Council had been advised that it had been successful subject to final ratification from the PSB with its bid alongside WCC, all CAB's, the Coventry and Warwickshire Development Agency and Warwickshire Welfare Rights for over £760k work of funding to address the narrowing the gap agenda via a bid for LSP2 monies.</p> <p>A further bid had also been submitted to the WCC area forum for £28k on behalf of the credit union to enable all expressions of interest to set up a school bank to be met which would be initially considered on 16/12/09. A final bid around well being was also to be submitted to the DWP to try and access £90k worth of well being fund in support of the BOB bus project and to address health as well as financial matters</p> <p>A bid for LEADER funding was also to be made to extend the BOB bus project for another 18 months post March 2011 as well as some other important outreach work around community information points which would require support from community groups and parishes to succeed. The group would be consulted on these where time permitted.</p> <p>BT advised of the work being undertaken with Severn Trent and members were very happy with the loan shark campaign developed as well as the success of the Dickens night held on 28/11/09. He also updated members on discussions with NW and Hinckley college and the George Eliot hospital which may lead to future partnership work.</p> <p>Bob indicated that over 95 people had registered to attend the financial inclusion awareness day being run for all front line staff and members on 16 December (<i>update: 120 people actually attended on the day</i>). This would provide important information on schemes available as well as some handy z cards that would ensure key information could be provided to all our customers anywhere and by anyone in the borough.</p>

3

### **Update on Customer Access Strategy Developments**

Bob updated on each of the following headings and the key outcomes are highlighted. It is expected that these issues will be considered by the Resources Board in their next 3 sessions in 2010 and comments to assist decision making will be included in reports to the portfolio group

**Update on Library Discussions** - BT provided an update on the discussions that had started with Polesworth and Coleshill libraries to determine whether they could become Warwickshire Direct outlets for seeing people face to face based on county library outlets in other parts of Warwickshire. A draft proposal was considered which Members were supportive of and asked BT to discuss costing options with WCC.

The full proposal would provide walk in facilities in three different locations of the borough. An e-mail would be circulated by BT with a recommendation that would enable a proposal to be taken to a February meeting if an urgent decision was needed or discussed at the next planned meeting so a recommendation could be made to the Resources Board by April. This was seen as the most cost effective way of delivering outreach and could be funded in all or part by the revenue growth of £25k agreed as part of the 2009/10 budget cycle.

**Update on Leader Discussions** – BT circulated a paper outlining a scheme operated by Kings Lynn and Norfolk Council concerning 17 community information points that are operated in their rural areas. It was agreed that this scheme would be useful to replicate in NW via a LEADER bid which BT agreed to progress.

All the matters identified in items 2 and 3 would form the key elements of corporate plan commitments in 2010/11.

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### **Summons Costs and Adult Literacy**

BT expanded on a scheme he had been discussing with NW and Hinckley college around remitting court costs if sessions on financial literacy are taken and hoped to be in a position to promote this by April with Leaders group approval if this was necessary or sufficient. BT to raise with Management Team following the portfolio groups support in principle for this scheme.

5

### **Date of the Next Meeting**

10 February 2010 at 10.00am in the Committee Room at the Council House then bi monthly thereafter.

#### **Proposed Dates**

7/4/10, 9/6/10, 11/8/10, 13/10/10, 8/12/10

They will be cancelled if there is not enough business