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**Chairman: Councillor A.C. Roberts**  
**Vice-Chairman: Councillor R.J. Jackson**

**Members of the Committee:**

**Councillor J. Bradbury**  
**Councillor G. Brooks**  
**Councillor P.C. Duncan**  
**Councillor D.P. Logue**  
**Councillor Mrs C. Rose**

**Councillor M. Shaw**  
**Councillor Mrs L.A. Shilling**  
**Councillor D. Staples**  
**Councillor Mrs L.M.J. Tift**  
**Councillor T. Wendels**

**Substitutes**

**Councillor Mrs C. Brooks**  
**Councillor P.R.B. Harris**  
**Councillor G.S. Merry**  
**Councillor Mrs S. Soar**  
**Councillor Mrs M. Tribe**

## **AGENDA**

**MEETING: Leisure & Environment Committee**

**DATE: Tuesday, 17<sup>th</sup> March 2015 at 5.30pm**

**VENUE: Room G21, Kelham Hall**

**You are hereby requested to attend the above Meeting to be held at the time/place  
and on the date mentioned above for the purpose of transacting the  
business on the Agenda as overleaf.**

If you have any queries please contact Catharine Saxton on 01636 655247.



## **AGENDA**

	<u>Page Nos.</u>
1. Apologies for Absence	
2. Minutes of the Meeting held on 13 <sup>th</sup> January 2015	1 - 8
	(Exempt) 9 - 12
3. Declarations of Interest by Members and Officers and as to the Party Whip	
4. Declaration of Any Intentions to Record the Meeting	

### **PART 1 - ITEMS FOR DECISION**

5. Grant Aid Programme	13 - 18
6. Delivering a Health Improvement Programme for Newark and Sherwood	19 - 28

### **PART 2 - ITEMS FOR NOTING**

7. General Fund Budget Performance Report to 31 <sup>st</sup> January 2015	29 - 36
8. Annual Report Detailing the Exempt Reports Considered by the Leisure and Environment Committee	37 - 38
9. Newark Civil War Centre Events	To Follow
10. Work Achieved by the Leisure & Environment Committee	39 - 46
11. Health and Wellbeing/Health Scrutiny	Verbal
12. Chairman's Update	Verbal

### **CONFIDENTIAL AND EXEMPT ITEMS**

None



## **NEWARK AND SHERWOOD DISTRICT COUNCIL**

Minutes of the meeting of the **LEISURE & ENVIRONMENT COMMITTEE** held in Room G21, Kelham Hall, Newark on Tuesday, 13<sup>th</sup> January 2015 at 5.30 pm.

PRESENT: Councillor A.C. Roberts (Chairman)

Councillors: R.V. Blaney (Ex-Officio), J. Bradbury, G. Brooks, P.C. Duncan, R.J. Jackson, Mrs C. Rose, M. Shaw, Mrs L.A. Shilling, D. Staples, Mrs L.M.J. Tift, D. Logue and T. Wendels.

ALSO IN ATTENDANCE: Councillors: Mrs C. Brooks, Mrs B. Brooks, J. Hamilton, R. Shillito, and Mrs S. Soar.

### 57. APOLOGIES FOR ABSENCE

There were none.

### 58. MINUTES OF THE MEETING HELD ON 18<sup>TH</sup> NOVEMBER 2014

AGREED that Minutes of the meeting held on 18<sup>th</sup> November 2014, be approved as a correct record and signed by the Chairman.

### 59. MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> DECEMBER 2014

AGREED that Minutes of the meeting held on 9<sup>th</sup> December 2014, be approved as a correct record and signed by the Chairman.

### 60. DECLARATION OF INTERESTS BY MEMBERS AND OFFICERS

NOTED that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

### 61. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council.

### 62. LEISURE & ENVIRONMENT REVENUE BUDGET 2015/16 TO 2019/20

The Committee considered the report presented by the Assistant Business Manager Financial Services, which informed Members of the budget and scales of fees and charges for the areas falling under the remit of the Leisure and Environment Committee for 2015/16 and future years.

The current draft budget showed a reduction in 2015/16. Direct service expenditure including deferred and capital charges, and all central services recharges currently showed an overall decrease of £434,030 against 2014/15 budget, less the superannuation adjustment of £340,900 when central recharges and capital were excluded the saving became £55,370 (1% on the comparable base budget). Major variations between 2014/15 and 2015/16 were itemised in the report.

A Member asked whether a family day pass could be introduced in order to encourage families to visit the National Civil War Centre. The Business Manager – Civil War Centre confirmed that this had been put through the fees and charges and a decision had been made not to have a family day pass.

It was further commented that an annual family pass had been proposed which was £1.00 cheaper to purchase than separate day tickets. A Member asked that the price of the annual family ticket be increased.

The Chairman commented that the Civil War Centre was a discretionary service and revenue costs needed to be kept down. The fees and charges would be reviewed again in 2016.

A Member requested a full year forecast for 2014/15, be provided to Members before the March Committee meeting. It was confirmed that the figures for expenditure to date would not be prepared until the end of January 2015, which would be based on January figures. The Chairman suggested that the figures be provided early February, to Members of the Committee via email.

It was further commented that the reporting of accounts needed to be reviewed. A Member felt that it was not appropriate for the Committee to recommend the report to the Policy and Finance Committee when Members did not have the estimated budget outcome for 2014/15. It was suggested that a full year forecast at the end of each quarter be presented to Members.

The Director – Resources commented that there would be a significant resource implication to enable that work to be undertaken and resources were not currently in place to deliver this additional work. The Chairman suggested that Policy and Finance address this matter.

AGREED (unanimously) that:

- (a) the final Committee budget as contained within Appendix A of the report be recommended to Policy and Finance Committee at its meeting on 26<sup>th</sup> February 2015 for inclusion in the overall Council budget;
- (b) the scales of fees and charges as contained within Appendix B of the report be recommended to Policy and Finance Committee at its meeting on 26<sup>th</sup> February 2015 and Council on 10<sup>th</sup> March 2015; and
- (c) financial monitoring information be provided in early February to Members of the Committee via email.

63. NEWARK CASTLE GATEHOUSE TOWER PROJECT

The Committee considered the report presented by the Business Manager Parks and Amenities, which advised Members regarding the Newark Castle Gatehouse Tower project, which involved carrying out major improvements to the Gatehouse Tower at Newark Castle.

The Director – Resources informed the Committee that the £20,000 funding was capital expenditure. A report would need to be submitted to the Policy and Finance Committee to inform Members that there would be further financial implications for the whole scheme in addition to the £20,000 funding. The potential estimated scheme costs would total £800,000.

A Member sought clarification as to whether there would be a café and catering facilities within this project. It was confirmed that a café was not being considered. A shop and vending machine had been considered and would be profitable.

A Member commented that the Leisure and Environment Committee had lost contact with the Gilstrap Trust now they had their own group meetings, future reports were requested. The Director – Community suggested that Councillor Payne as Chairman of the Gilstrap Trust be asked if copies of the minutes could be circulated via email to the Committee.

A Member commented that further work was required to link this project to the National Civil War Centre. There was the opportunity to have a joint ticket for the Gatehouse Tower and the National Civil War Centre and vice versa to be taken in one credit card transaction. A report was also to be taken to the Economic Development Committee and Policy and Finance Committee regarding the reimbursement of car parking in the Appleton Gate car park, when attending the National Civil War Centre, which could also be extended to include the Gatehouse Tower.

AGREED (unanimously) that:

- (a) the progress made on the project to carry out major improvements to the Newark Castle Gatehouse be noted and support be provided for further work on the project and the submission of a Stage 1 Heritage Lottery Fund bid;
- (b) a bid for District Council Capital Programme funding of up to £20,000 towards the stage 1 Heritage Lottery Fund application be supported and a report be sent to Policy and Finance Committee seeking formal approval; and
- (c) the Chairman of the Gilstrap Trust be asked if copies of the minutes could be circulated via email to the Committee.

#### 64. NEWARK AND SHERWOOD HEALTH FORUM – MEMBER REPRESENTATION

The Committee considered the report presented by the Director – Community, which informed Members of the outcome of the inaugural meeting of the newly formed Newark and Sherwood Health Forum and proposals for Member representation on the Forum.

AGREED (unanimously) that the following three Members represent the Leisure and Environment Committee on the Newark and Sherwood Health Forum.

- (i) Councillor A.C. Roberts, representing the East of the District;
- (ii) Councillor D. Staples, representing the West; and
- (iii) Councillor Mrs C. Rose, representing the rural communities.

65. NEWARK CASTLE EDUCATION EVENTS

The Committee considered the report presented by the Director – Community, which informed the Committee of the proposed historic re-enactment and educational events at Newark Castle for 2015 and 2016.

The Director – Community informed the Committee that there was a typographical error within the report regarding the anniversary date; the correct date was the 800<sup>th</sup> anniversary of the signing of the Magna Carta and the death of King John.

The Chairman suggested that the Authority work in partnership with Lincoln City Council regarding advertising events as one of the original twelve copies of the Magna Carta was on display at Lincoln Castle which could be linked across the two districts to promote both areas.

AGREED (unanimously) that the planned educational events and activities to be held at Newark Castle in 2015 and 2016 be noted.

66. HEALTH AND WELLBEING/HEALTH SCRUTINY

The Chairman provided a verbal update regarding the Joint Health Scrutiny Committee (JHSC) workshop that he had recently attended. The workshop discussed the Health Service budget, the total spend on health care for Nottinghamshire was in excess of £1 billion per year.

It was reported that the Clinical Commissioning Group (CCG) and other organisations which had the role of promoting Health and Wellbeing in the County were working hard together and were producing a strategy for the ageing demographic.

Councillor Staples provided an update from the Health Scrutiny meeting that he had attended in November 2014. The meeting had covered the following areas:

- Sherwood Forest Hospitals NHS Foundation Trust
- Bassetlaw Clinical Commissioning Board
- Diabetic Care in Bassetlaw
- New Obesity Services
- County's Public Health

The County's Public Health item covered the way in which services were being commissioned. It had been acknowledged that the recent crisis within the hospitals needed to be addressed. Diabetes was a significant issue; talks included changes/improvements and how that could be dealt with/cared for.

67. CHAIRMAN'S UPDATE

The Chairman had no updates for the Committee.

68. LEISURE COMMISSIONING

The Committee considered the report presented by Business Manager Revenues and Benefits, which sought Committee comments on the report and recommendations

before being presented to the Policy and Finance Committee for decision on 29<sup>th</sup> January 2015. It was noted that the items referred to in the appendices were working documents which were subject to some revision. Policy and Finance Committee had asked that an invite be extended to Members of the Leisure and Environment Committee to attend the Policy and Finance Committee meeting to be held on 29<sup>th</sup> January 2015, when the documents would be at a more advanced stage.

The report to the Policy and Finance Committee would seek to approve to move forward the final stage and implementation of the arrangements for the establishment of a wholly owned Council company for the management of the Authority's leisure centres and the Sports Development Service. This included the three leisure centres currently operated by the Council (i.e Blidworth, Dukeries and Grove) and the new leisure centre. The report detailed the scope for the project; the key documents; Governance and Board Structure; Financial Projections; Management Structure and Staffing; Pensions; Support Services; Relationship with Southwell Leisure Trust (SLT); Company Set-up; Dukeries Leisure Centre; Equalities Implications; and Impact on Budget/Policy Framework.

The Committee was advised that the Report including Appendices A, B and C would be considered in open business. Appendix D which related to the draft Business Plan and proposals for the operation of the leisure facilities and associated sports development services in Newark and Sherwood, contained information about employees which was considered to be exempt at this stage. Appendix D would therefore be considered if necessary in closed session.

The Committee considered the report and the following issues were raised:

Clarification was sought as to whether the Chairman of the Board would be a Councillor, in order for the level of the decision making to remain in the control of the District Council.

It was confirmed that there were various proposed protections to ensure that the District Council remained in control. There would be a board of six; the Managing Director would take one of those seats which would be non-voting. A quorum of three had been included, two of whom would be Councillors. The Council representatives would have the majority, the Chairman having the casting vote. The Councillors would have the opportunity to nominate a Councillor to act as Chairman.

A Member raised concern regarding who the nominated three Councillors would be and suggested that should be non-political. The Councillors allegiance should be to the running of the board and not to their political persuasion. It was confirmed that there was no requirement for the Members to be from the Policy and Finance Committee, although the Policy and Finance Committee would be asked to nominate Members to the Board.

The Chairman confirmed that the Leisure and Environment Committee were the commissioning committee and would have a say on the company operation.

A Member sought clarification regarding the bullet point contained within part 5 of Appendix A which detailed the borrowing of money. A further bullet point within part 5 was also referred to and it was commented that payment to Directors would not be a helpful move. It was confirmed that the company would not own any property, but the

company in its own right may acquire property which would not be land, but which it could then borrow money against. The documents were work in progress and there was nothing included within the Memorandum of Association for Directors to receive remuneration, other than to claim expenses.

A Member sought clarification regarding the fees and charges and concern was raised regarding whether the inclusion of that would allow the company to run efficiently, when the Leisure and Environment Committee could control that. It was confirmed that the issue was one of balance and fees and charges had been included in order to prevent the Council being put at risk.

A Member commented that the whole theme of this was partnership and suggested that representatives of the Town and Parish Councils should be included on the Board at some level.

AGREED (unanimously) that the comments of the Leisure and Environment Committee be submitted to the Policy and Finance Committee at its meeting on 29 January 2015.

69. EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 and 4 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

70. LEISURE COMMISSIONING

The discussion regarding the leisure commissioning report continued under exempt business. Members suggested a number of improvements to the wording within Appendix D.

(Summary provided in accordance with section 100(C)(2) of the Local Government Act 1972.)

71. RIBA STAGE D REPORT INTO INTEGRATION OPPORTUNITIES AT THE PALACE THEATRE, NATIONAL CIVIL WAR CENTRE – NEWARK MUSEUM AND TOURISM INFORMATION CENTRE

The Committee considered the report presented by the Director - Customers, which sought to update the Committee on the proposed visitor information centre design and the business case, following the completion of work on a detailed design and specification stage, public consultation period and soft market testing of the café bar business opportunity. Furthermore, the report sought to update Members on conversations with prospective funders about the development of the National Civil War Centre and Palace theatre site. The report specifically sought to recommend to Policy and Finance Committee that:

- Approval of the RIBA Stage D Business Case and design and, subject to approval;

- Permission to submit a planning application to build the Visitor Information Centre and, subject to planning approval being granted;
- To enter into a competitive procurement process to identify a main building contractor and caterer to operate the café bar; and
- To recommend to Policy and Finance Committee that the new Visitor Information Centre be included as a scheme in the Council's committed Capital Programme.

(Summary provided in accordance with section 100(C)(2) of the Local Government Act 1972.)

The meeting closed at 7.55pm.

Chairman



**GRANT AID PROGRAMME**

**1.0 Purpose of Report**

- 1.1 To update Committee on proposed changes to the Grant Aid Scheme following an internal Audit of the scheme.
- 1.2 To seek approval to make changes to the scheme and criteria reflecting the recommendations of the Audit with effect from 1<sup>st</sup> April 2015.

**2.0 Background Information**

- 2.1 The current scheme was introduced in 2003 and over the last 12 years has provided financial support to many different projects across the District. Originally a sports grant scheme the grant programme now incorporates sports, arts and community strands and applications are considered by the Grants Panel which consists of officers (non-voting) and three nominated Members, the Chairman and Vice Chairman of Leisure and Environment Committee and one member from the western area as agreed at the Leisure and Environment Committee on 12<sup>th</sup> November 2013.
- 2.2 Currently the grant scheme is supported from the Community, Sports and Arts Development (CSAD) Business Unit revenue budget to the value of £20,000 pa as follows; £7,500 for sport including coach education and special projects and events, £7,500 for community projects and events and 5,000 for arts based activities and events.
- 2.3 Although the Sports Development Service has been transferred to the Leisure Centres Business Unit in preparation and anticipation of the creation of the new Teckal Company the grant scheme will continue to operate as it currently does with the Panel receiving all applications across the three strands to avoid duplication of effort.
- 2.4 During 2014 Audit Lincolnshire reviewed the scheme in order to determine whether the available funding is correctly utilised through the implementation of an appropriate application process, effective monitoring and robust accounting principles. In reviewing the scheme assurances were sought around:-
  - management arrangements
  - delivery of project outcomes/targets
  - allocation and management of resources
  - identification and management of risk
  - grant award process and grants made
- 2.5 Although overall it was found that there are effective arrangements in place for the application, award and management of the scheme there were a number of areas of improvement identified that would strengthen the management of the scheme.
- 2.6 The specific areas for improvement are highlighted below but it should be noted that the report has not yet been presented to CMT for formal acceptance.

### **3.0 Proposed Areas for Improvement**

- 3.1 A formal grants strategy is put in place. This was raised at the Leisure and Environment committee meeting in March but no further progress has been made. A strategy provides purpose and guidance for the award of grants to ensure they are issued consistently and in accordance with the Council's priorities.
- 3.2 Record keeping is improved particularly around the minuting of award panel meetings and decisions. This would provide support for any challenges to the decision making process or general enquiries and provide a more robust audit trail.
- 3.3 Terms of reference put in place for the Award Panel will improve the performance of the panel and clarify its purpose.
- 3.4 Presenting fully compliant applications only to the panel will make the process more efficient.
- 3.5 In response to the Audit report recommendations the following actions have taken place in order to improve the process, procedures and transparency and are now presented to members for approval and formal adoption.
- 3.6 A policy statement (Overall Aim) has been drafted to outline the purpose of the grant scheme and how the awarding of grants to organisations and individuals supports the Councils priorities. (Appendix A)
- 3.7 All Panel meetings are now formally minuted to ensure transparency of decisions and in addition a scoring matrix is applied to each application in order to assist Panel Members with decision making. (Appendix B)
- 3.8 A Terms of Reference document has been written for the panel which addresses the key components of managing the decision making process. (Appendix C)
- 3.9 Only completed applications will be submitted to Panel for consideration and an application deadline will be communicated to all applicants via the website which will be two weeks prior to the panel. Officers will assess and score applications and present to Panel for a formal decision.

### **4.0 Equalities Implications**

- 4.1 There are no equalities implications associated with this report although it should be noted that applications will continue to be monitored to determine whether there is equity in respect of applications received which reflect the demographic and geographic characteristics of the District.

### **5.0 Impact on Budget/Policy Framework**

- 5.1 There are no budget or policy implications in respect of this report.

## **6.0 Comments of Director of Resources**

6.1 The purpose of this report is to brief Members on improvements to the Grant Scheme in order to ensure greater transparency of decision making and closer alignment to the delivery of Council priorities.

## **7.0 RECOMMENDATION**

**That the proposals identified in points 3.6 to 3.9 be approved and implemented.**

### **Reason for Recommendation**

To ensure that the grant scheme is aligned to Council priorities and its processes and procedures remain robust and transparent.

### **Background Papers**

Internal Audit Draft Report – Community Projects and Grants (Copy in Members Room)

For further information please contact Andy Hardy on Ext 5708

Andy Statham  
Director Community

**Newark & Sherwood District Council  
Community, Sports & Arts Development  
Grant Aid Scheme – Overall Aim**

Overall Aim Newark and Sherwood District Council recognises the importance of the contributions made by the community and voluntary sector in delivering outcomes that improve the quality of lives of the residents of the District. Furthermore it recognises that wherever possible the Council should endeavour to provide support to such organisations and individuals to enable and facilitate the successful achievement of the projects, events and activities that are delivered by volunteers for the benefit of others.

When considering applications the Panel Members will assess how an application will contribute to the Council's strategic priorities of Prosperity, People, Place and Public Service using a scoring matrix. In order to be successful the applicant must be able to demonstrate how the project, event or activity will make a positive contribution to the strategic priorities and will benefit the wider community.

The grant aid scheme is an open process that individuals and voluntary and not for profit organisations can apply to for a contribution towards a specific project within the District across three themes of sports, arts and community.

The application process is contained with the guidance notes that are available on either the website or on request as well as Frequently Asked Questions, which will assist applicants in formulating good applications. Eligibility criteria are also included in the guidance notes as are submission deadlines and dates of panel meetings.

Successful applicants in accepting the offer of support agree to accept the terms and conditions of the grant offer which includes providing monitoring and evaluation information which will enable the Council to consider the effectiveness of the grant aid scheme in respect of return on investment and value to the community.

Our sports grant aid scheme aims to support district based parish councils, community groups, voluntary sports clubs and talented individuals to help them achieve their aims and aspirations in sport.

The scheme has three main funding streams:-

- Coach Education and Development
- Special Projects and Events
- Talented Individuals (For National standard athletes)

Each application will be assessed against the programme criteria and grants of up to £1500 can be awarded for special projects and events and up to £150 for coach education and development and support to talented individuals through free access to Council controlled sports facilities for training purposes.

If you are an arts professional, community group or local individual or organisation with a good idea for an arts project within the district we may be able to help you.

## Appendix B

	Assessment Criteria	Comments	Weighting	Score	Guidance notes
1	The organisation is voluntary (constitution/bank statements/annual accounts)		5		Details submitted
2	The need/demand for the project has been identified		10		Surveys undertaken, successful pilot project delivered, requests received
3	The target market and method of involving has been identified clearly		5		Identified target group Under represented group
4	The project improves access / involves <b>additional</b> people through a structured programme of activities		20		Additional numbers engaged
5	The project provides a structured exit route for all participants and encourages sustainable participation		15		Activities continue beyond the life of the grant award Opportunities exist for continued participation
6	Evidence of promoting an active, healthy and culturally active lifestyle		10		More people, more active, more often
7	Appropriate partnership working identified or already in place representation on local development groups and forums		10		Partners identified ie school, NGB, other org's
					Representation by organisation at local forums
8	Project total v grant request		15		Grant request = percentage of total project cost
9	The costings are applicable and acceptable. Cost per head?		10		Total project cost = cost per head Grant request = cost per head
10	The organisation holds an official accreditation ie Clubmark	YES/NO	N/A		Sports clubs - Clubmark Arts org's - Artsmark
11	Has the group been supported in writing the application? ie CVS/NSDC/NGB	YES/NO	N/A		
12	NSDC Communications team to support via web and social media?	YES/NO	N/A		
<b>Total</b>			100		

**Newark & Sherwood District Council  
Community, Sports & Arts Development  
Grant Aid Panel**

**Terms of Reference**

**1. Purpose of the Panel**

To discuss and approve the grant applications received from groups/organisations and individuals covering special events and projects and coach and official development.

**2. Principles**

The panel is guided by the following principles:

- To ensure the application and approval process is fair and equitable
- To ensure that the applications received are compliant with the grant aid criteria
- To share information and to act with openness and integrity

**3. Key Objectives**

- To develop, implement and monitor the grant aid process
- To monitor the annual budget for the scheme
- To keep an accurate record of the discussions and decisions made

**4. Membership**

Members of the panel will consist of:

- Three elected members, representing more than one political party and areas of the District who are members of and nominated by the Leisure and Environment Committee
- Three officers from the Community, Sports and Arts Development and Leisure Centres Business Units and the Director Community
- A quorum will require a minimum of two elected member and two officers

Only Members can vote and in doing so will be expected to commit to upholding the principles and key objectives of the panel.

The officers will deal with operational issues relevant to the applications received and present the scoring matrix at each panel with their recommendations.

**5. Meetings**

The panel will meet four times per year, April, July, October and January.

**6. Chair**

The Director Community will act as the non-voting Chairman of the panel with the Business Manager Community, Sports and Arts Development as deputy.

An officer will compile the applications and scoring matrix for discussion, take minutes and circulate decisions to the panel for the record.

**DELIVERING A HEALTH IMPROVEMENT PROGRAMME FOR NEWARK AND SHERWOOD**

**1.0 Purpose of Report**

- 1.1 To outline the challenges and opportunities for the district following the bedding down of the new public health arrangements and to propose a way forward where the Council can play a lead role in delivering a health and wellbeing agenda for its communities

**2.0 Background Information**

- 2.1 The return of public health to local government in April 2013 put the sector at the forefront of the public health agenda. Although the statutory function was given to unitary and upper-tier local authorities there can be no doubt that districts are able to play a unique role. The district council's role in contributing to the overall health agenda places it at the heart of public health at a local level.
- 2.2 From Environmental Services and housing inspections, to the provision of leisure facilities and community sport and supporting economic growth, district council services have a vital impact on the wider determinants of health issues as well as health improvement and health protection.

**3.0 Introduction**

- 3.1 During the period when the Local Strategic Partnership framework was at its most effective the 'Health and Wellbeing Group of that Partnership was a multiagency group working across all communities to deliver health outcomes across the district.
- 3.2 Since the demise of the LSP and the implementation of the new public health arrangements the focus on local public health delivery has been lost. Many factors have influenced this ranging from the reduced resources at both county council and district council level, the 'bedding in' of the new county public health arrangements and the formation of the Clinical Commissioning Groups and their slow recognition of the contribution they may have to make to this agenda..
- 3.3 There are now indications that the period of flux has settled and that a different phase of development is now underway. Both the Newark and Sherwood CVS and the Clinical Commissioning Group are now showing interest in developing a local Health Forum to explore local health initiatives.
- 3.4 As Members will no doubt be aware the county council have just completed their process of commissioning the Obesity Prevention and Weight Management Services (OPWM) across the county. The outcome has a number of impacts on the Council providing both challenges and opportunities.
- 3.5 The two main elements of the OPWM service that have historically been delivered by the district are the GP referral scheme and Community Nutrition projects. These services have been delivered in house by staff in The Sports Development and Environmental Health

Business Units. The GP referral scheme is now part of the Leisure Centres Business Unit following the transfer of the Sports development staff.

- 3.6 It was anticipated that these staff may have been subject to TUPE and transferred to the new provider at the completion of the tender process, however having now seen the delivery model that has been proposed and having taken both legal and human resources advice it has been agreed that these staff will not be transferred and will have their contracts terminated at the end of the contract period which is 31<sup>st</sup> March 20-15.
- 3.7 The operation of the GP referral scheme includes clients being referred for reasons other than weight issues. The current data outlines that 47% are weight based referrals, leaving fourteen other referral categories including cardiovascular disease, stroke, mental health, COPD, diabetes, asthma and hypertension.
- 3.8 This type of referral is not included in the OPWM contract and therefore there is a question of how the district handles this area of work once the OPWM contract is operational and the staff dealing with this are no longer in post. On current throughput this would potentially affect 155 people per year with chronic health disease.
- 3.9 The Business Unit Manager for Leisure Centres has indicated that he wants to continue to provide an exercise referral scheme to meet this need.
- 3.10 There are similar issues around the Community Nutrition service delivered at a district level. Whilst the majority of the work undertaken is driven by the Service Level Agreement between the county and the district there are elements of work that support other wider health agendas that again will be outside of the OPWM contract. Once such piece of work involves county wide project to encourage takeaways and licensed premises to provide more diet and health information and to broaden their offer of healthier options.
- 3.11 In addition to the above there are a number of county wide initiatives that are being developed that the districts will be encouraged to participate in. There is a countywide Work Place Health scheme that has recently been launched. This will encourage each local authority to sign up and take part in the scheme but will also seek the districts involvement in promoting and supporting other local employers to participate in the scheme.
- 3.12 The Nottinghamshire Declaration on Tobacco Control has recently been endorsed by the Health and Wellbeing Board and there will be an expectation that districts sign up to the Declaration and develop a local actions to address the public health impacts of smoking.

#### **4.0 The Health Improvement Proposals**

- 4.1 As stated above the role that the district plays in public health is wide ranging and for many Business Units it could be considered as part of their core functions and recognised as such, eg Environmental Health. In others the core functions deliver public health benefits but without the recognition that this is happening and then there is a third tier of Business Units that could contribute to public health with some help and assistance to their delivery.
- 4.2 The Director – Communities has been instrumental in pulling together and tabulating the actions of Business Units that contribute to public health and developing these in to a

workable action plan. The council is involved a wide range of interventions, however in many cases these are not given the focus and attention that they require.

- 4.3 In order to ensure that the Health Action Plan becomes an effective tool for delivering local projects and to put in place a framework to address the emerging initiatives set out above it is proposed that a post of Health Improvement Officer is created.
- 4.4 The Health Improvement Officer post would be a full time post with a fixed term of two years, where after the post would be reviewed.
- 4.5 There are currently two 0.5 FTE posts within the councils budget that are involved in the provision of 'public health' delivery. One of these posts is associated with the delivery of the GP referral scheme and as stated early it is the intention of the Business Manager - Leisure Centres to use this post to provide an amended exercise referral scheme. The second post is currently situated within the Environmental Health Business Unit. Following the transfer the Community Nutrition element of the County Councils contract this post will be available to provide a wider remit of Health Improvement work
- 4.6 The Business Unit in which the post would be best located requires some thought. There is an argument to be made that the Policy and Commissioning BU is an option. This post would be operating across a number of BUs and being sited here would facilitate this element of the work. However, there is a disadvantage that this would remove the post too far from the operational delivery element envisaged for the post.
- 4.7 The Environmental health Business Unit is currently involved in many of the initiatives and would be a suitable BU for the post. The outcome of how any GNSR collaboration agreement develops may be a factor to consider.
- 4.8 The Leisure Centres BU (teckal company when it is formed) is also suitable for the post. This BU is also involved in many of the local initiatives, however these tend to be activity and leisure based and this post is not envisaged to be leisure based as these activities are already well provided.
- 4.9 There is an established 0.5 FTE post on the staffing establishment. To make this a 1FTE post it is proposed to provide the additional funding for Community Nutrition Grant funding which currently has a balance of £47,400. The fund would also be used to provide a small additional revenue stream to kick start projects and initiatives.

## **5.0 Comments of Director of Community**

- 5.1 With the successful development of the Newark and Sherwood Health Forum the Health Action Plan referred to in paragraphs 4.2 and 4.3 assumes an importance both to the District Council and the wider Health Forum. Given the changes brought about to the Community Sports and Health team by the establishment of the Teckal company it is important that the Council is able to manage and monitor the development and the outcomes of the Health Action Plan and this post would provide the resource to do that in an effective and efficient manner.

## **6.0 Comments of Director – Resources**

- 6.1 The budget for the post of Health Improvement Officer will be provided from existing budgets held within The Environmental Health Business Unit (£28,350) and from grant that is currently held on the balance sheet for the Community Nutritionist Post (£20,810).

## **7.0 RECOMMENDATIONS**

**Members are asked to consider the proposals for the creation of a Health Improvement post to deliver the council's public health initiatives.**

### **Reason for Recommendations**

To allow a focused and managed approach to delivering the Councils Health Improvement Plan.

### **Background Papers**

Nil

For further information please contact Alan Batty Business Manager Environmental Health on extension 5467.

Andy Statham  
Director Community

**NEWARK AND SHERWOOD DISTRICT COUNCIL**

**JOB DESCRIPTION**

**POST TITLE:** Health Improvement Officer

**SERVICE UNIT:** Environmental Health.

**SECTION:** Environmental Health.

**GRADE:** NS??? and mileage allowance

**DATE:** February 2015

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**RESPONSIBLE TO:** Assistant Manager – Environmental Health

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**LIAISON WITH:** Members and Officers of the District Council, various Business Units, other Districts, County and Parish Councils, Voluntary Bodies, NHS Nottinghamshire County, Community Groups, Health Trainers, Local Agencies, service users.

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**PURPOSE OF JOB:** The post holder will be required to work on their own initiative to deliver the Newark and Sherwood Health Action plan and to develop, implement and evaluate interventions to help Rushcliffe residents live healthy lifestyles, make healthy choices and reduce health inequalities.

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**MAIN ACTIVITIES, DUTIES AND RESPONSIBILITIES**

1. To develop key national, regional and local health priorities into practical delivery initiatives, which support the delivery of the Newark Health Forum Action Plan and meet the health needs of the local population.
2. To work in partnership across service areas within Newark and Sherwood and on a multi-agency basis to co-ordinate promotional initiatives and projects.

3. To be a local champion, promoting preventative and early intervention health initiatives throughout Newark and Sherwood.
4. To monitor and evaluate the effectiveness of projects delivered, providing timely reports and information to support performance management
5. To liaise with and develop networks with key partnerships organisations.
6. To undertake preparation of letters, reports, emails, facsimiles, ensuring that all work is of a high presentational standard.
7. To attend meetings with the partner organisations as appropriate.
8. At all times to project a positive image of the District Council, via a friendly and efficient service.
9. Abide by the objectives and targets of the Business Unit, and follow the procedures and practices utilised in all aspects of work, including computerised and manual systems and the maintenance of relevant records.
10. Fulfil personal requirements where appropriate, with regard to the Council policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security, work standards and promotion of the Council's core values.
11. Any other duties, which may reasonably be required in accordance with the duties and responsibilities indicated and which are appropriate to the post covered by this job description.

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#### **HEALTH AND SAFETY**

You will uphold the District Council's Health and Safety Policy and amendments made thereto by the District Council and comply with all relevant health and safety legislation.

#### **RISK MANAGEMENT**

The Council is committed to the effective management of risk. It is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management, as outlined within the Council's Risk Management Strategy and Policy.

#### **SAFEGUARDING**

The Council has a statutory obligation to safeguard and promote the welfare of children and vulnerable adults. This responsibility sits with all those individuals who provide services on behalf of the Council, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and

other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; contractors; volunteers, community groups and the general public.

**EQUAL OPPORTUNITIES**

You will uphold Newark and Sherwood District Council’s Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

**TRAINING**

You will keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate, for the individual, or as required for effective performance of the duties of the post.

**ADDITIONAL INFORMATION**

Evenings and weekends will be worked as and when required.

The post holder must have the ability to travel throughout the District.

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This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

The Council is committed to equal opportunities. As part of its policy it has been agreed that applicants wishing to work on a 'Job Share' basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about 'Job Sharing' you should contact the H.R. Section in the first instance.

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Signed ..... Dated .....

**NEWARK AND SHERWOOD DISTRICT COUNCIL**  
**PERSON SPECIFICATION**

JOB TITLE: **Health Improvement Officer**

DATE: **February 2015**

FACTOR	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
RELEVANT EXPERIENCE	<p><b>Essential:</b> Experience of working in a health improvement environment.</p> <p><b>Essential:</b> Experience of partnership working and specifically of developing and delivering multi-agency partnership initiatives</p> <p><b>Essential:</b> Experience of working with community groups and assessing local needs.</p> <p><b>Essential:</b> Project management skills</p>	All from Application Form
QUALIFICATIONS	<p><b>Essential:</b> 2 A levels or equivalent</p> <p><b>Desirable</b> Health related first degree</p>	Application Form & Certificate
VOCATIONAL TRAINING	<p><b>Essential:</b> Broad understanding of government policy for health and the wider social determinants of health</p> <p><b>Essential:</b> Knowledge of equality and diversity issues in relation to health promotion</p> <p><b>Desirable:</b> Skill in determining needs of vulnerable population and community involvement</p>	Application Form & Interview
JOB RELATED SKILLS	<p><b>Essential:</b> A good understanding of the use of Microsoft Office, the internet and e-mail</p> <p><b>Desirable:</b> Liaise with key partners/provide written reports.</p> <p><b>Desirable</b> Ability to use information to inform services</p>	Application Form & Interview
PERSONAL ATTRIBUTES	<p><b>Essential:</b> Well motivated with an ability to work on own initiative and prioritise work</p> <p><b>Essential:</b> Creative and innovative approach to project development</p> <p><b>Essential:</b> Excellent communication skills with the ability to present information to a range of audiences in both written and verbal formats.</p> <p><b>Desirable:</b> Effective interpersonal, diplomacy and</p>	Application Form, Interview and References

	influencing skills	
WORK CIRCUMSTANCE	<p><b>Essential:</b> To be available to work out of hours in evenings and weekends.</p> <p><b>Essential:</b> To hold current driving licence. For any disabled applicants suitable alternative arrangements can be agreed if necessary.</p> <p><b>This post requires an Enhanced Disclosure from the Disclosure and Barring Service</b></p>	All at Interview

N.B. The above specification defines the minimum essential requirements of the job, but the Council will have regard to the Disability Discrimination Act and will make “reasonable adjustments” to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. However, disabled candidates who meet the minimum essential criteria will be guaranteed an interview. It may be necessary to use additional criteria at the short-listing stage.



**GENERAL FUND BUDGET PERFORMANCE REPORT TO 31<sup>ST</sup> JANUARY 2015**

**1.0 Purpose of Report**

- 1.1 This report compares the General Fund Leisure & Environment Committee net expenditure for the period ending 31st January 2015 with the profiled budget for the period.

**2.0 Background Information**

- 2.1 The Council's Constitution states that the Section 151 Officer shall present to the Policy Committee, at least twice in each financial year, budgetary control statements showing performance against the approved estimates of revenue expenditure and income. The appropriate Chief Officer will report on any major variances from planned budget performance.
- 2.2 It also states that budget performance monitoring information shall be provided to the appropriate Committee on a quarterly basis.
- 2.3 Where it appears that the amount included under any head of the approved budget is likely to be exceeded or the budgeted amount of income under any head is unlikely to be reached then budget officers are required to find savings elsewhere in their budget. In circumstances where savings cannot be identified it will be necessary to consult with the Section 151 Officer and ultimately take a report to the Policy Committee.

**3.0 Proposals**

- 3.1 The attached appendices detail performance against budget for the period to 31st January 2015 for those budgets within the remit of the Leisure & Environment Committee. This report considers the costs of providing services rather than 'below the line' costs such as borrowing costs and interest, contributions to and from reserves, government grants and income from Council Tax and retained Non Domestic Rates.
- 3.2 The format of the report identifies direct expenditure, i.e. employee costs and running expenses, both of which can be controlled by the budget officer, however central recharges and capital charges, are not reported as they are largely outside their control. Income is shown separately. The figures do not include recharges for support services (either income or expenditure). A significant number of transactions take place 'below the line', i.e. shown in the General Fund account rather than identified to a particular service. This is in line with the CIPFA Code of Practice and includes such things as transfers to and from reserves.
- 3.3 Under the Accounting Code of Practice Local Authorities are required to show capital charges for the use of their assets based on the current market value. These amounts are included within the estimates to show the true cost of delivering local services however they are reversed 'below the line' in the overall cost of services therefore not impacting on the Council Tax payer. Variations on 'capital charges' are therefore not an area for concern.

- 3.4 The introduction of International Financial Reporting Standards (IFRS) for the financial year 2010/2011 has resulted in a change in the way the Council accounts for grants received from third parties. These changes mean that income and expenditure is charged direct to the service accounts and, at the year end, any under spend is transferred to reserves and any overspend is transferred from reserves.
- 3.5 Support services (e.g. HR, Financial Services, Business Unit management – such as Leisure Centres) are charged to individual budget heads at the end of the financial year and are reported here for noting only. The direct costs of providing those services are scrutinised as part of the relevant Committee.
- 3.6 Capital charges are applied to accounts at the end of the financial year and are reversed 'below the line' so has no impact on the Council Tax payer. These are reported here for noting only.

#### **4.0 Performance Comments**

4.1 The total for direct service net expenditure shows an under spend of **£505,178.99** against the profiled budget for the period to 31st January 2015. All managers are very aware of the current financial environment and challenges facing local government in the future and are ensuring that only essential expenditure is incurred. Officers from Financial Services are working with service managers to ascertain where any further savings can be achieved across all budgets this year and as any savings are identified they will be vired to a central 'pot' and built into the base budget for 2015/16. The detailed performance figures are shown at Appendix A.

4.2 Variations from the profiled budget to 31st January 2015 are itemised below:

4.2.1 **Employee Costs** – Underspend mainly due to the following:-

- **The National Civil War Centre - £31k** This underspend will continue for the remainder of the year but an element of this saving will be needed to offset the under achieved income at the site £20K.
- **Environmental Health – Reactive - £30k** - this is due to two vacancies which will not be filled in year giving a full year saving of £36k. There is budget provision for these in 2015-16 and it is anticipated that a restructure in 2015-16 will consider the future of these two posts.
- **Vehicle Pool – £10K** – this vacancy will not be filled in year. This post is fully funded in 2015-16. Additional savings in the vehicle pool overtime budget have also been made **£7K**. Overall an underspend of £20K will be achieved by the end of the financial year.
- **Grove Leisure Centre – £17K** - There are currently staff vacancies at this site.
- **Dukeries Leisure Centre – £19K** – Some of this vacancy saving is required to support contract cleaning at the Dukeries. Discussions are taking place with HR to ensure that this is resolved by 2015-16.
- **Refuse Collection – £17K** – Due to a staff vacancy which has now been filled.
- **Sports Development – £27K** – Salary budget for Grant funded projects has been set up and any underspends will be rolled forward to use next year as agreed as part of the grant conditions.
- **Estimated savings in year are approximately £130K.**

#### 4.2.2 Premises - underspend due to:-

- **Repairs and Renewal budget of £47K** has been set up ready for a number of schemes that have not yet been invoiced.
- Small underspends across all service areas on the **repairs and maintenance** budget are reflected in this variance - £17K.
- At the Leisure and Environment Committee of 2nd September 2014 it was suggested that a seasonal profile should be applied to the gas and electricity budgets. This profile was considered and applied to the electricity and gas budgets and the variances now reflect this new profile.
- The variance on the gas budget is due to the milder autumn months of 2014. If the current trend continues for the remainder of the year an underspend of approximately £12k is anticipated.
- Invoices from the Newark Academy for gas consumption at the Grove Leisure Centre are approximately 4 months behind and will be paid in due course and total £15k.

#### 4.2.3 Transport underspend due to:-

- Mainly due to fuel prices remaining steady and not increasing as originally estimated and the new fleet being more fuel efficient - £48K.
- The **materials budget** is overspent to period 10 as vehicle part costs have increased and older vehicles become more expensive to repair at the end of their lives - £20K. The **tyre budget** is underspent by £8K.
- **Employee mileage** is underspent over a number of service areas by £17K and some 2015-16 budgets have been reduced to reflect this trend.

#### 4.2.4 Supplies and Services - Underspend mainly due to :-

- Mainly due to a number of underspends across numerous service areas - including – other equipment and tools £10K, grants to voluntary bodies £23K, contractual services £35K, professional services £17K, advertising £10K, clothing and uniform £6K and repairs and renewals £26K.
- There are underspends on the Palace Theatre agency costs which offset underachieved income on theatre hire - £22K.
- In addition an element of this variance relates to underspends on the National Civil War Centre budget and this is due to be committed as the launch event of NCWC commences £46k (-).

#### 4.2.5 Income –

- **General** – The audit of the **Cattle Market accounts** for 2013/14 is still to be conducted and issues surrounding the accounts are still to be resolved. Officers in the Corporate Property Section have communicated that they want this audit to take place as soon as possible because another year's accounts will very soon need audit and approval etc. The 2013-14 year end provision remains outstanding, awaiting payment, as the NSDC invoice to the Cattle Market has yet to be finalised and raised. This is anticipated to be in the region of £100k. An application for **Heritage Lottery Fund Grant** income for the Sconce and Devon Park site has been submitted and payment will be made in due course £15K. **Vehicle inspection fees**

are down to profile by £15k and this is due to increased local competition from MOT stations.

- **Leisure Centres - Wetside income** is up across all sites by £32k due to an increase in activity sales. **Dryside income and fitness suite** income are down by £23K across all sites as customers migrate to the membership scheme. **Activo Adult membership** is down to profiled budget by £45k across all sites mainly due to the 2014-15 starting base for adult membership and membership retention. The Business Unit is working on several initiatives to reduce the number of cancellations going forwards. In addition, the BU has implemented additional promotions to increase footfall through this medium term trend. **Children's membership** up by £40k due to improved sales.
- **Refuse – Waste disposal income** is down to profile budget because businesses are taking up recycling bins which have a cheaper disposal cost than normal trade waste. However this income is normally paid over to NCC at the end of the financial year - £22k down to profile. **Garden waste income** is down to profile by £23k. This is a new scheme and income is not as high as anticipated. Budget for 2015-16 has been kept at the same level as the scheme will be rolled out to a wider area hopefully attracting new customers. **Trade waste income** is above profile due to an increase in the number of trade waste bins being emptied and is above profile by £12k. **Household bulky waste** is above profile by £11k and this is due to an increase in bulky waste clearance for NSH.
- **Culture** – Income continues to show an overachievement, primarily on box office income and the theatre expects this to continue to year end. This means that corresponding expenditure will also be overspent by year end, but the theatre is forecasting profit margins of 25% on box office income as targeted and will be within the budgeted subsidy level at year end.

4.2.6 Major income streams - At the meeting of the Budget Working party on 18<sup>th</sup> July 2012, it was agreed that future performance reports should highlight any areas where there were significant differences between anticipated and actual major income streams. At the end of 31<sup>st</sup> January 2015 there were no significant variances on income streams falling within the remit of the Leisure and Environment Committee.

## 5.0 RECOMMENDATION

**The overall position of the Leisure and Environment Committee net expenditure compared to budget at 31st January 2015 is approved.**

### Reason for Recommendation(s)

**To advise Members of the current net expenditure compared to service budgets for the period ending 31st January 2015.**

### Background Papers

Nil

For further information please contact Angela Hayward on Ext 5325

David Dickinson  
Director - Resources

## PERFORMANCE REPORT FOR THE PERIOD ENDING 31st January 2015

	<u>Base Budget 2014/15</u>	<u>Profile Budget 31-Jan-15</u>	<u>Actual Expenditure 31-Jan-15</u>	<u>Variance</u>	<u>Budget Officer Comments</u>
EMPLOYEES	£5,480,550	£4,328,344	£4,129,166	-£199,178	Mainly due to an underspend at the <b>National Civil War Centre</b> as the timetable for recruiting has been deferred until the opening of the museum £31K. This variance will continue to increase for the remaining months of this financial year but some of the underspend will be needed to offset the under achieved income at the site. A vacancy in <b>refuse collection</b> £17K which has now been filled. <b>Environmental Health</b> £30K - due to two vacancies which will not be filled in year and a full year saving of £36K will be achieved, with a full post budget provision in 2015-16. The <b>vehicle pool</b> has a vacancy underspend of £10K - this vacancy will not be filled in year and is fully budgeted for in 2015-16. Additional savings in the Vehicle Pool overtime budget of £7k have also been made. Overall an underspend of approx. £20k will be achieved by the end of the financial year. There are staff vacancies at <b>the Grove LC</b> £17K. and the <b>Dukeries LC</b> £19K but an element of this underspend is required to support contract cleaning at the Dukeries. Discussions are taking place with HR to ensure that this is rectified by 2015-16. Salary budget for <b>Sports Development</b> Grant funded projects has been set up and any underspends will be rolled forward for use next year £27K.
PREMISES	£1,015,270	£841,695	£725,830	-£115,865	
<i>General</i>	£700,440	£632,396	£541,649	-£90,748	Small underspends across all service areas on the repairs and maintenance budget are reflected in this variance £17K(-). Repairs and Renewal budget of £47K (-) has been set up ready for schemes but not yet invoiced.
<i>Electricity</i>	£169,170	£114,634	£115,726	£1,092	A new profile for payments for electricity has been applied to these budgets
<i>Gas</i>	£145,660	£94,664	£68,455	-£26,209	A new profile for gas usage has been applied to this budget area and it can be seen that it is anticipated that there will be an underspend on this budget head due to the milder Autumn months of 2014. If the current trend continues for the remainder of the year an underspend of approx. £12k will be anticipated. Invoices from the Newark Academy for Gas consumption at the Grove LC are about 4 months in arrears and will be paid in due course and total approximately £15k.

<b>TRANSPORT</b>	£1,399,410	£1,183,483	£1,120,952	-£62,531	Mainly due to fuel prices remaining steady and not increasing as originally estimated. Also due to newer vehicle fleet being more fuel efficient £48K(-). The tyre budget is underspent by £8k(-), the material budget has overspent to period 10 as vehicle part costs have increased and older vehicles become more expensive to repair at the end of their lives £20K (+). Employee mileage budget is underspent over a number of service areas to period 10 by £17K (-).
<b>SUPPLIES AND SERVICES</b>	£1,991,250	£1,767,276	£1,493,422	-£273,854	Mainly due to a number of underspends across numerous service areas - including - grants to voluntary bodies, contractual services, professional services, advertising, clothing and uniform, items for resale and repairs and renewals. Palace Theatre agency costs are underspent and these offset underachieved income on theatre hire . £22K (-). In addition an element of these underspends relate to the National Civil War Centre and budget is due to be committed as the launch event of NCWC is in the process of being started. £46k (-).
<b>TRANSFER PAYMENTS</b>	£0	£0	£0	£0	
<b>TOTAL EXPENDITURE</b>	<u>£9,886,480</u>	<u>£8,120,798</u>	<u>£7,469,371</u>	<u>-£651,428</u>	
<b>INCOME</b>	-£4,664,570	-£3,839,994	-£3,693,744	£146,249	
<i>General</i>	-£1,290,120	-£924,635	-£770,810	£153,825	The audit of the cattle market accounts for 2013/14 is outstanding and issues surrounding the accounts unresolved. The 2013-14 yearend provision remains outstanding as the NSDC invoice to the Cattle Market has yet to be finalised and raised. This is anticipated to be in the region of £100k. An application for HLF Grant income has been submitted and payment will be made in due course £15k. Vehicle inspection fees are down to profile by £15k and this is due to increased local competition from MOT stations.
<i>Leisure Centres</i>	-£1,866,970	-£1,534,354	-£1,532,689	£1,665	Wetside income is up across all sites by £32k due to an increase in activity sales. Dryside income and fitness suite income is down by £23K across all sites as customers migrate to the membership scheme. Active Adult membership is down to profiled budget by £45k across all sites mainly due to the 2014-15 starting base for adult membership and membership retention. The Business Unit is working on several initiatives to reduce the number of cancellations going forwards. In addition, the BU has implemented additional promotions to increase footfall through this medium term trend. Children's membership up by £40k due to improved sales.

<i>Refuse</i>	-£792,790	-£777,179	-£753,510	£23,669	Waste disposal income is down to profile budget because businesses are taking up recycling bins which have a cheaper disposal cost than normal trade waste. However this income is normally paid over to NCC at the end of the financial year £22k down to profile. Garden waste income is down to profile by £23k . This is a new scheme and income is not as high as anticipated. Budget for 2015-16 has been kept at the same level as the scheme will be rolled out to a wider area attracting new customers. Trade waste income is above profile due to an increase in the number of trade waste bins being emptied and is above profile by £12k. Household bulky waste is above profile by £11k and this is due to an increase in bulky waste clearance for NSH.
<i>Workshop Rents</i>	-£18,710	-£15,609	-£12,168	£3,441	
<i>Car Parks</i>	-£8,400	-£6,997	-£4,287	£2,710	
<i>Culture</i>	-£687,580	-£581,220	-£620,280	-£39,061	Income continues to show an overachievement, primarily on box office income and the theatre expects this to continue to year end. This means that corresponding expenditure will also be overspent by year end, but the theatre is forecasting profit margins of 25% on box office income as targeted and will be within the budgeted subsidy level at year end.
<b>TOTAL INCOME</b>	<b>-£4,664,570</b>	<b>-£3,839,994</b>	<b>-£3,693,744</b>	<b>£146,249</b>	
<b>NET EXPENDITURE</b>	<b>£5,221,910</b>	<b>£4,280,805</b>	<b>£3,775,626</b>	<b>-£505,178</b>	
<b>MEMORANDUM ITEMS</b>					
<i>Support</i>	£2,488,440	£0	£0	£0	Support services are charged to budget heads at the end of the financial year. The direct costs of providing central services are scrutinised in the relevant portfolio.
<i>Capital</i>	£609,360	£0	£0	£0	Capital charges are applied to accounts at the end of the financial year and reversed 'below the line' so have no impact on the Council Tax payer.
<i>Recharged Support Services</i>	-£1,485,300	£0	£0	£0	
<b>TOTAL PER BUDGET BOOK</b>	<b>£6,834,410</b>	<b>£4,280,805</b>	<b>£3,775,626</b>	<b>-£505,178</b>	



**ANNUAL REPORT DETAILING THE EXEMPT REPORTS CONSIDERED BY THE LEISURE AND ENVIRONMENT COMMITTEE**

**1.0 Purpose of Report**

1.1 To provide the Leisure & Environment Committee with a list of the exempt business considered by the Committee for the period 13<sup>th</sup> May 2014 to date. Members have the opportunity to review the exempt reports and request further information. The rule is defined in paragraph 18 of the Constitution entitled 'Right of Members to Request a Review of Exempt Information'.

**2.0 Background Information**

2.1 The Councillors' Commission at its meeting held on 25<sup>th</sup> September 2014 proposed a number of changes to the Constitution, one of which being that 'the Committees undertake an annual review of their exempt items at their last meeting prior to the Annual Meeting in May', this was ratified by the Council on 14<sup>th</sup> October 2014.

2.2 Members will be aware that, they have the opportunity to request under Rule 18 of the Access to Information Procedure Rules, that exempt information should be released into the public domain if there are substantive reasons to do so.

**3.0 Proposals**

3.1 The following table provides the exempt business considered by the Leisure & Environment Committee for the period 13<sup>th</sup> May 2014 to date:

<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Exempt Paragraph</b>
17.06.14	Leisure Centre Management Commissioning	Paragraph 4
02.09.14	Feasibility Report into Integration Opportunities at the Palace Theatre, National Civil War Centre – Newark Museum and Tourism Information Centre	Paragraph 3
18.11.14	Proposals to include Sports Development in the Leisure Centre NEWCO	Paragraph 4
13.01.15	Leisure Commissioning – Appendix D to the report	Paragraphs 3&4
13.01.15	RIBA Stage D Report into Integration Opportunities at	Paragraph 3

	the Palace Theatre, National Civil War Centre – Newark Museum and Tourism Information Centre.	
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**4.0 RECOMMENDATION**

**That the Report be noted.**

**Reason for Recommendation**

**To advise Members of the exempt business considered by the Leisure & Environment Committee for the period 13<sup>th</sup> May 2014 to date.**

**Background Papers**

Nil.

For further information please contact Nigel Hill – Business Manager Democratic Services on Ext: 5243.

David Dickinson  
Director Resources

**WORK ACHIEVED BY THE LEISURE & ENVIRONMENT COMMITTEE**

**1.0 Purpose of Report**

- 1.1 To inform the Leisure & Environment Committee of the work achieved by the Committee over the life of the current Council.

**2.0 Background Information**

- 2.1 The Leisure & Environment Committee was established due to the change to the Committee style of Governance which was formally resolved at Council on 7<sup>th</sup> March 2013 and took effect after the 14<sup>th</sup> May 2013 Annual Council Meeting.
- 2.2 The table included in Appendix A provides the decisions taken by the Leisure & Environment Committee for the period 18<sup>th</sup> June 2013 to date.

**3.0 RECOMMENDATION:**

**That the report be noted**

**Reason for Recommendation**

To inform the Leisure & Environment Committee of the work achieved by the Committee over the life of the current Council.

**Background Papers**

Nil.

For further information please contact Catharine Saxton on Ext: 5247.

Matthew Finch and Andy Statham  
Director - Customers and Director - Community

<b><u>Leisure &amp; Environment Committee</u></b>	
<b><u>Committee Date</u></b>	<b><u>Resolution</u></b>
13.01.15	<p><b><u>Newark Castle Gatehouse Tower Project</u></b></p> <p>(a) the progress made on the project to carry out major improvements to the Newark Castle Gatehouse be noted and support be provided for further work on the project and the submission of a Stage 1 Heritage Lottery Fund bid;</p> <p>(b) a bid for District Council Capital Programme funding of up to £20,000 towards the stage 1 Heritage Lottery Fund application be supported and a report be sent to Policy and Finance Committee seeking formal approval.</p>
18.11.14	<p><b><u>The Nottinghamshire Declaration on Tobacco Control</u></b></p> <p>Authorisation be granted to sign the Local Government Declaration and Nottinghamshire Declaration on Tobacco Control.</p>
18.11.14	<p><b><u>Devolution of Toilets and Cemeteries to Local Councils</u></b></p> <p>the following proposal was supported by the Committee and a final report be presented to Policy Committee at its meeting to be held on the 29<sup>th</sup> January 2015, to formally approve the proposals, subject to any amendments.</p> <p><b>(i) Southwell Public Conveniences</b> - that the freehold of the site, as outlined in red on the attached plan, be transferred to the Town Council together with a one-off payment of £12,000 in recognition of future liabilities and planned maintenance/improvements.</p> <p><b>(ii) Edwinstowe Public Conveniences</b> - that the freehold of the site, as outlined in red the plan appended to the report, be transferred to the Parish Council together with a one-off payment of £8,000 in recognition of future liabilities and planned maintenance.</p> <p><b>(iii) Lowdham Public Conveniences and Cemetery</b> - given that the Parish Council already own the public conveniences it is proposed that the freehold of the cemetery site as outlined in green on the attached plan, be transferred to the Parish Council together with a one-off payment of £8,000 in recognition of future liabilities and planned maintenance.</p> <p><b>(iv) Walesby Cemetery</b> - that the freehold of the cemetery site as outlined in green and the extension land hatched in brown on the plan attached to the report, be transferred to the Parish Council together with a one-off payment of £4,000 in recognition of future liabilities and planned maintenance/improvements.</p> <p><b>(v) Farndon Public Conveniences</b> - are owned by Punch Taverns and managed by their agents James A Baker Property Consultants. The lease is based on an annual tenancy with a break clause allowing either party to come out of the agreement having given six months prior notice. It is therefore proposed that subject to member approval notice to break the lease be sent to the site</p>

	<p>owner's agent in December. It is also proposed that Farndon Parish Council be formally notified of the Council's intentions.</p> <p><b>(vi) Laxton Public Conveniences</b> - belong to the Crown and as such the District Council currently lease them from the Crown Estate Commissioners. The current lease is due to expire on the 31<sup>st</sup> July 2015 and subject to member approval it is proposed that the District Council does not renew the lease allowing it to expire through effluxion of time. A meeting has already been arranged with Laxton Parish Council and the Crown Estate Commissioners to discuss the future of these public conveniences.</p>
18.11.14	<p><u>New Recycling Regulations and TEEP</u></p> <p>(a) Members agree to support the work being carried out by the Nottinghamshire Waste Officers in developing a compliance document;</p> <p>(b) the Director – Community leads the Council's partnership working with other Districts and the County Council and is authorised to sign the approved compliance document on behalf of the District Council; and</p> <p>(c) a letter be sent to Mr Pickles – Secretary of State for Communities and Local Government on behalf of the Committee, requesting that the enforcement powers be re-instated, to prosecute individuals who continue to contaminate recycling bins.</p>
29.09.14	<p><u>Newark &amp; Sherwood Playing Pitch Strategy and Sport &amp; Recreation Facilities Improvement Plan Reviews</u></p> <p>(a) the District Council adopt the Playing Pitch Strategy 2014/2017, the refreshed Sport &amp; Recreation Facilities Improvement Plan 2014/2021 and the Sport &amp; Physical Activity Development Plan 2014/2017 in order to provide the best possible opportunity to maximise the value and positive impact of the Districtwide sporting infrastructure;</p> <p>(b) the District Council works collaboratively with key partners to enable the delivery of new and improved sport and recreation facilities using the Playing Pitch Strategy and Sport &amp; Recreation Facilities Improvement Plan as guiding documents that will provide the strategic evidence base to underpin applications for external funding to support the delivery of improved sporting facilities in the district as opportunities emerge; and</p> <p>(d) the Committee be updated at appropriate intervals on progress.</p>
2.09.14	<p><u>Sports Hub Development at Bowbridge Road, Newark</u></p> <p>(a) the Deputy Chief Executive be given delegated authority to enter into a Memorandum of Understanding with Newark Sports Association as set out in Appendix 1 to the report, to be retitled a "Partnership Agreement";</p> <p>(b) following completion of land assembly by the District Council and the publication of and the adoption of the Playing Pitch Strategy by the District</p>

	<p>Council, the District Council offer NSA a lease of that part of the sports hub site (being the former Tarmac land) in which it holds the freehold interest and a sub-lease to NSA of the remainder of the sports hub site (being the remainder of the site in which it has a leasehold interest), for the remainder of the term of the lease between the District Council and Nottinghamshire County Council of the former RHP sports ground forming part of the sports hub site less one day, at an annual rental payment of £2,200 and subject to the covenants, restrictions and obligations attached to the land as set out in the Memorandum of Understanding attached as an Appendix to the report; and</p> <p>(c) the Deputy Chief Executive be given delegated authority to enter into formal documentation accordingly.</p>
2.09.14	<p><u>Garden Waste Collection Update</u></p> <p>(a) the progress with Mansfield and Rushcliffe Garden Waste Partnership be noted; and</p> <p>(b) the progress with Newark and Sherwood District Council's Garden Waste Collection Service be noted and the expansion of the scheme within Newark and surrounding area be approved, subject to operational efficiencies making available existing resources.</p>
17.06.14	<p><u>Rumbles Catering Project – Leasing of Council Facilities at Vicar Water Country Park and Sconce and Devon Park</u></p> <p>That in recognition of the charitable status of Rumbles Catering Project and the added value it brings to Sconce &amp; Devon Park and Vicar Water Country Park, 10 year leases for both facilities be approved, subject to the terms set out in the report and the additional inclusion of achievement of level 1 training.</p>
17.06.14	<p><u>Dog Control Orders</u></p> <p>(a) the advertising of the proposed Dog Control Orders as follows be approved;</p> <ul style="list-style-type: none"> <li>• Edwinstowe: Sherwood Fields, Sixth Avenue – Change from a dog exclusion area to dogs on leads.</li> <li>• Newark: Barnby Road, Community Park – Dog exclusion order.</li> <li>• Southwell – Rescind the dogs on leads order for Froggatt's Field. New dogs on leads order for whole of Minster Fields, to include Harvey's Field.</li> <li>• Walesby: Pocket Park, Tuxford Road – Dog exclusion orders for children's play area and football pitch. Dogs on leads order for other areas of the park.</li> </ul> <p>(b) Committee receive a further report on the comments from the advertising and consultation exercise prior to any formal making of the</p>

	<p>Orders; and</p> <p>(c) Town and Parish Council's be informed that enforcement training is available for Councillors/Clerks.</p>
17.06.14	<p><u>The Introduction of Smoke Free Play Areas in Newark and Sherwood</u></p> <p>(a) the proposal to introduce a smoke free designation for the 21 play parks in the district be approved; and</p> <p>(b) the timetable for implementation be approved.</p>
18.03.14	<p><u>Palace Theatre/National Civil War Centre – Newark Museum /Tourism Information Centre – Integration Opportunities</u></p> <p>a) Members approve in principle the vision for integrating the operations of the Palace Theatre, National Civil War Centre and Tourist Information Centre to support Newark as a visitor destination and as an enabler for tourism in the district;</p> <p>b) Members approve in principle the strategic objectives underpinning the vision and how they can be delivered through the physical and operational integration of the units; and</p> <p>c) a report and business case be brought back to the committee in the summer setting out the financial implications from both a capital and revenue perspective.</p>
18.03.14	<p><u>Leisure Management Commissioning</u></p> <p>(a) the commissioning project and the appointment and role of the expert consultants be noted; and</p> <p>(b) written clarification regarding the cost of the consultant's fees be provided to Members of the Committee.</p>
18.03.14	<p><u>Grant Aid Programme</u></p> <p>(a) the overall contribution to the grant aid scheme be reduced from £35,000 pa to £20,000 pa based on £7,500 for sport, £7,500 for community events and £5,000 for arts development, providing revenue saving of £15,000 in financial year 2014/2015 whilst retaining a meaningful and effective grant aid programme;</p> <p>(b) in addition, the withdrawal of funding with effect from 2014/15 for the Newark Christmas Light Switch On and the Vicar Water Fun day which have each received financial support of £3,500 a year for the last two years thereby providing further revenue savings of £7,000. Thereafter both events will be eligible for and invited to submit applications for grant funding under the new grant scheme programme in order to be consistent and transparent in the</p>

	<p>administration of the grants programme;</p> <p>(c) the grant scheme criteria be amended to exclude applications that require support for children’s play infrastructure and environmental projects on the grounds that reducing budgets do not allow for such applications and there are a number external grant making trusts and organisations that support such projects and schemes;</p> <p>(d) the criteria is amended to restrict any one organisation or individual from applying more than three times for financial support with effect from 1st April 2014;</p> <p>(e) the offer of financial support to talented individuals be amended, removing the option of £200 financial contribution for athletes representing at regional level and above. In mitigation, it is proposed to adopt the Nottinghamshire FANS (Free Access for National Sportspeople) scheme which offers a free access pass to an NSDC leisure centre for residents participating at national level. This will continue to be administered jointly by CSAD and the Leisure Centres Business Unit;</p> <p>(f) the maximum limits of grant awards to organisations/groups be reduced from £2,000 to £1,500 and the maximum award for coach and official development from £200 to £150;</p> <p>(g) a more robust scoring matrix be introduced to ensure fairness in the approval of awards; and</p> <p>(h) the grant awards made from the 3rd December 2013 panel be noted.</p>
21.01.14	<p><u>National Citizen Service Programme Local Delivery Partner</u></p> <p>(a) the District Council becomes the LDP for 2014 and works with NCS to promote the programme throughout Newark and Sherwood;</p> <p>(b) that Community, Sports and Arts Development becomes the project lead with support from Lincoln College (Newark Campus) which is also supportive of the programme; and</p> <p>(c) that approval is given to expedite the recruitment process in order to appoint a Co-ordinator to post as soon as possible on the basis that the first programme will take place at Easter.</p>
12.11.13	<p><u>Council’s Draft Revenue Budget 2014/15 to 2018/19</u></p> <p>(a) the current draft Committee budget be incorporated into the overall service budget to be reported to Policy Committee at its meeting on 5<sup>th</sup> December 2013;</p> <p>(b) the Leisure and Environment Committee consider the areas to be recommended to Policy Committee for further consideration, including the</p>

	<p>consideration of shared services and Trusts; and</p> <p>(c) the Director of Resources, continues to formulate budget proposals for formal consideration at the Leisure and Environment Committee meeting on 21<sup>st</sup> January 2014 for recommendation to Policy Committee on 27<sup>th</sup> February 2014.</p>
12.11.13	<p><u>Newark Sports Hub and Strategy Review</u></p> <p>the proposals as follows be approved:</p> <ul style="list-style-type: none"> <li>(i) That in order to provide the best possible opportunity to secure external investment in new sporting infrastructure it would be necessary for the District Council to review and refresh the existing PPS and S&amp;RFIP strategies using external consultants and Sport England Methodologies.</li> <li>(ii) That the district Council works collaboratively with key partners to deliver the two key documents that would provide the strategic evidence base to underpin applications for external funding to support the delivery of improved sporting facilities in the District including but not exclusively the Newark Sports Hub aspiration.</li> <li>(iii) That the Deputy Chief Executive be given delegated authority to develop a steering group of interested parties to develop the project brief and contract documentation necessary to progress the delivery of two strategy documents.</li> <li>(iv) That Leisure and Environment Committee be updated at appropriate intervals on progress.</li> </ul>
12.11.13	<p><u>Christmas Parking at Newark</u></p> <p>(a) free parking be provided at Tolney Lane and Riverside Arena Car Parks for the weekends of the 7<sup>th</sup>, 8<sup>th</sup> and 14<sup>th</sup>, 15<sup>th</sup> of December 2013; and</p> <p>(b) technology be used to monitor footfall of people using the two free car parks, if people were not shopping in Newark other options be looked at for future years to encourage shopping in Newark and reported to Committee.</p>
12.11.13	<p><u>Smoking and Dogs Restrictions – Barnby Road Community Park</u></p> <p>(a) a Dog Control Order be introduced preventing dogs (other than assistance dogs) from being taken into recently opened Barnby Road Community Park;</p> <p>(b) Barnby Road Community Park be designated as a no smoking park and the results from this be monitored with a view to introducing a policy which restricts smoking at other District Council play parks; and</p> <p>(c) Officers look at existing local by-laws with a view to rationalising and if possible creating a by-law to ban smoking in all children’s play areas. A report</p>

	be brought back to the Leisure and Environment Committee as appropriate.
10.09.13	<p><u>Presentation from Andy Callingham and David Wakelin, Representing Gedling Borough Council, Regarding their Health and Wellbeing Group</u></p> <p>(a) a Health and Wellbeing Delivery Group be established having a tight focus in order to achieve goals and access public health funding;</p> <p>(b) the Leisure and Environment Committee to act as a forum and invite outside representatives to attend; and</p> <p>(c) Gedling Borough Council be invited back to a future meeting of the Committee to provide an update regarding their work on Health and Wellbeing.</p>
10.09.13	<p><u>Newark Civil War Town Trail</u></p> <p>(a) the progress on developing a Newark Civil War town trail be considered and that the further work required to deliver the project be approved subject to the agreement of the Policy Committee; and</p> <p>(b) the Council's budget be addressed and reduced closer to £200k and sufficient funds from the Nottinghamshire County Council contribution be utilised to implement the civil war town trail.</p>
18.06.13	<p><u>Edwinstowe and Ollerton Car Parks</u></p> <p>(a) the formal requests from Edwinstowe Parish Council and Ollerton and Boughton Town Council for transfer of the car parks identified in the report be noted;</p> <p>(b) the formal negotiations be commenced with the respective local councils: and</p> <p>(c) a report recommending the Committees proposals be submitted to the Policy Committee for determination.</p>
18.06.13	<p><u>Green Waste Project</u></p> <p>(a) Members note the progress with the Trade Waste Recycling scheme and progress with Mansfield Garden Waste Partnership; and</p> <p>(b) the establishment of a garden waste collection scheme for the Newark and Balderton area be approved.</p>