



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

*Castle House
Great North Road
Newark
NG24 1BY*

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Monday, 17 June 2019

**Chairman: Councillor R Jackson
Vice-Chairman: Councillor N Mison**

Members of the Committee:

**Councillor L Brailsford
Councillor S Carlton
Councillor M Cope
Councillor D Cumberlidge
Councillor Mrs G Dawn
Councillor P Harris
Councillor Mrs L Hurst
Councillor B Laughton
Councillor J Lee
Councillor Mrs Y Woodhead**

Substitute Members:

**Councillor M Brock
Councillor Mrs I Brown
Councillor L Goff
Councillor M Skinner
Councillor T Smith
Councillor N Mitchell**

MEETING: Leisure & Environment Committee

DATE: Tuesday, 25 June 2019 at 6.00 pm

**VENUE: Civic Suite, Castle House, Great North Road,
Newark, Notts, NG24 1BY**

**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 catharine.saxton@newark-sherwooddc.gov.uk.

AGENDA

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Confidential and Exempt Items

18. Exclusion of the Press and Public

To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3 and 7 of part 1 of Schedule 12A of the Act.

There are none.

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Leisure & Environment Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Tuesday, 19 March 2019 at 6.00 pm.

PRESENT: Councillor R Jackson (Chairman)
Councillor N Mison (Vice-Chairman)

Councillor Mrs R Crowe, Councillor Mrs L Hurst, Councillor D Staples,
Councillor Mrs L Tift, Councillor Mrs A Truswell, Councillor K Walker,
Councillor T Wendels and Councillor Mrs Y Woodhead

IN ATTENDANCE:

APOLOGIES FOR Councillor M Cope (Committee Member)

ABSENCE:

50 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

There were no declarations of interest.

51 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

Other than the Council recording in accordance with usual practice, there were no declarations of intention to record the meeting.

52 MINUTES OF PREVIOUS MEETING HELD ON 22 JANUARY 2019

Minute No. 40, Newark and Sherwood Clinical Commissioning Group Presentation - the paragraph regarding the Andrea Leadsom (MP) reform was incorrect and should read Andrew Lansley reform.

AGREED that subject to the above amendment the Minutes of the meeting held on 22 January 2019, be approved as a correct record and signed by the Chairman.

53 NEWARK AND SHERWOOD HEALTH AND WELLBEING DELIVERY PLAN

The Committee considered the report presented by the Senior Health and Community Relations Officer, which sought Member approval for the adoption of the Newark & Sherwood Health & Wellbeing Partnership Plan 2019-2022.

The District Council had been developing a partnership plan which would outline its commitment to the Nottinghamshire Health and Wellbeing Strategy 2018 – 2022. The aims and objectives of the plan had been developed over the last 12 months in consultation with key stakeholders and partners and this approach had developed an overarching strategic objective to ‘improve the health and wellbeing of local residents, with a particular focus on narrowing the gap in healthy life expectancy and other health outcomes’.

Members commented that whilst they welcomed the delivery plan and the structure envisaged within it, concern was raised that no consultation had taken place with local groups, voluntary sector, parish council etc. Engagement was considered as crucial when trying to improve people's health and change lifestyles. The equalities implications were also considered unhelpful and Officers needed to positively address the disadvantages that people faced. It was further commented that sports grants normally were secured by groups in more affluent areas which was considered unfair and help should be provided to establish new clubs when grants were given to those clubs. A comment was also made regarding the reference to the 8.4 year gap in life expectancy across Newark & Sherwood for men, which was detailed in the 'wider determinants of health' section of the plan. It was considered that women should also be included within the plan as they also had an 8.3 year gap in life expectancy. The Senior Health and Community Relations Officer Manager confirmed that the plan would be amended to include both male and female life expectancy figures. It was also confirmed that the new community plan and staffing restructure would create extra resources to enable work to be undertaken in communities. An Insight model was also being developed which would undertake research in communities and provide detailed information. The Council in consultation with other local authorities was developing partnership work with Active Nottinghamshire and Public Health Nottinghamshire.

Childhood obesity was also discussed and a Member commented that local schools had not been consulted regarding this health issue. The need for joint working with schools was considered necessary to combat childhood obesity. The Senior Health and Community Relations Officer confirmed that work was being undertaken with schools through the work programme. The junior park run had taken place and local schools had been involved. The Chairman of the Council had presented a new Chairman's trophy to the local school which scored the highest number of points over the period of the schools' challenge.

A Member commented that the delivery plan did not include COPD or respiratory health problems or diabetes. The Senior Health and Community Relations Officer confirmed that the delivery plan's aim was to support improvement in health and wellbeing generally across the District.

AGREED (unanimously) that the Newark & Sherwood Health & Wellbeing Partnership Plan 2019 – 2022 be approved and adopted.

54 YMCA SPORTS VILLAGE PROGRESS REPORT

The Senior Health and Community Relations Officer provided a verbal update regarding the YMCA Community and Activity Village. Marketing material provided by YMCA was tabled for Members information.

The Senior Health and Community Relations Officer provided an update on the success of the delivery of phase one and the expected timescale for phase two. The Community and Activity Village had experienced significant growth in usage since opening phase one with two full sized 3G's and an athletics track and a temporary provision for changing, on site administration and storage pending the development of phase 2. Members were informed of the good news around recruitment with a

number of posts being secured and filled. In the long term there would be further career opportunities through the project.

The football facility was reported to be fully booked for Tuesday, Wednesday and Thursday evenings (core hours). Pitches were well used outside of core hours and the YMCA was developing new initiatives to provide football for females, people with disabilities and over 55's. Football pitches were also booked for recreation and social purposes. The YMCA was working closely with Nottingham Forest Community Trust and the District Council to actively encourage children and young people to attend the community and activity village on a Friday evening to participate in the Kick's programme as a diversionary activity, this session was free to all children and young people.

Work was being undertaken with the Magnus Academy's 'You Can Do Sport' partnership which offered a post 16 Extended Diploma in Sport with a focus on football and uses the facilities three afternoons per week. This programme also included coaching and refereeing in sport qualifications. RHP Football Club used the pitches for all club training and fixtures and were delighted with the provision. Newark Town Football Club First team had indicated that it would move to the community and activity village in August 2019 in preparation for the 2019/20 season. The club were using the pitches for training. A number of local clubs and groups were also using the sites pitches.

Newark Athletics club had moved to the facility and were utilising the track alongside other local running clubs which had booked track time. Sky Sports had also undertaken some filming at the facility regarding fitness for boxing through athletics on the running track.

Work was also ongoing in respect of adjustments to the lighting in order that the impact of the new facilities would not create adverse neighbour nuisance issues in terms of light pollution.

The scheme was actively being progressed to phase two, the main Hub building, with an estimated Autumn 2020 completion date and work was on going in terms of developing submissions for grant funding to assist with the delivery of the full offer.

The Senior Health and Community Relations Officer suggested that representatives of the YMCA be invited to a future meeting of the Leisure & Environment Committee to provide an update.

A Member sought clarification regarding whether a similar scheme would be introduced for Sherwood. The Senior Health and Community Relations Officer confirmed that he was aware that the YMCA had an ambition to reach out to the wider community which included the Sherwood area of the district. The offer would develop over time to provide services across a broader base such as those services traditionally associated with YMCA's which could extend to supporting independent living in the district. However, YMCA's initial aim was to deliver the community and activity village and initiatives to improve the health and wellbeing of local people. They were also keen to work in partnership with the district council to raise levels of aspiration amongst young people and to improve social mobility across the district.

AGREED (unanimously) that:

- (a) the verbal update be noted; and
- (b) a representative of the YMCA be invited to a future meeting of the Leisure & Environment Committee.

55 NEW NATIONAL WASTE STRATEGY

The Committee considered the report presented by the Business Manager – Transport & Waste Services, which informed Members of the details of the government’s recent release of ‘Our Waste Our Resources a Strategy for England’ and the potential implications for Newark and Sherwood District Council.

Members commented that the proposed strategy was good but questioned where the funding for this would be secured. The need to be consistent throughout the country regarding recycling and the need for a national strategy was discussed.

A Member commented on the work that had been achieved by the Transport & Waste team regarding fly tipping in the Sherwood area of the district and thanked them for this.

Concerns were raised regarding difficulties for Newark and Sherwood District Council residents making payments to Mansfield District Council (MDC) for the green bin service provided by MDC. The Business Manager – Transport & Waste Services confirmed that this issue was being addressed with the residents.

AGREED (unanimously) that the report be noted.

56 ANNUAL REPORT DETAILING THE EXEMPT REPORTS CONSIDERED BY THE LEISURE & ENVIRONMENT COMMITTEE

The Committee considered the report of the Chief Executive listing the exempt items considered by the Committee for the period 1 March 2018 to date.

The Committee agreed that the reports considered on the 13 November 2018, relating to Modular Pool at the Dukeries Leisure Centre, could now be released into the public domain.

The Committee also agreed that the report considered on the 22 January 2019, relating to Southwell Leisure Centre Trust, should remain confidential.

AGREED (unanimously) that:

- (a) the report considered on the 13 November 2018, relating to Modular Pool at the Dukeries Leisure Centre, could now be released into the public domain; and

(b) the report considered on the 22 January 2019, relating to Southwell Leisure Centre Trust, should remain confidential and exempt.

57 LEISURE & ENVIRONMENT COMMITTEE FORWARD PLAN (1 MARCH 2019 TO 31 FEBRUARY 2020)

The Leisure & Environment Committee Forward Plan was provided for Member information. Members were encouraged to submit any areas of work they wanted to address for the forthcoming year.

The Leader of the opposition commented that the Labour Group had submitted proposals at that the last Council meeting and asked that the following items be included on the Forward Plan. Health coaches; fly tipping; and mental health.

NOTED the Forward Plan.

58 HEALTH & WELLBEING

There were no updates regarding the Health and Wellbeing Board.

Meeting closed at 7.10 pm.

Chairman

LEISURE & ENVIRONMENT COMMITTEE

25 JUNE 2018

ACTIVE4TODAY – ANNUAL REPORT, 2018/19

1.0 Purpose of Report

1.1 This report is to update the Committee on the performance of Active4Today for the financial year ending 31 March 2019.

2.0 Background Information

2.1 Active4Today is the Council's wholly owned leisure company, which was created to provide leisure and sports development services on the Council's behalf. The Company has now completed its fourth year of trading and is obliged to report its annual performance to the Leisure and Environment Committee, which is responsible for setting the strategic direction of the Company.

2.2 The appendices to this covering report contain:

- The 2018/19 annual report provided by Active4Today
- Final Accounts outlining the period of trading by Active4Today (Appendix I)
- Trading Income and Expenditure Account to Yearend 31st March 2019 (Appendix IA)
- An overview of performance against the basket of indicators agreed by Leisure and Environment Committee (Appendix II).
- An overview of sports development activities (Appendix III)
- Proposed new Active4Today Key Performance Indicators reported to Leisure and Environment Committee (Appendix IV)

3.0 Annual Report

3.1 Members will see from the annual report that the Company has once again traded positively in 2018/19. Company turnover has increased by a modest 1.3%, however, this should be considered positively in light of the problems the Company encountered in respect of the loss of water space at the Dukeries Leisure Centre and subsequently at South Forest and latterly Wellow House School and accordingly the efforts of the Company should be noted in respect of its efforts to maintain a positive trading position despite this setback which was not within the control or influence of the Company.

Overview of Performance

3.2 Leisure & Environment Committee has overall responsibility for setting the strategic direction of the Company through the annual approval of the Active4Today business plan, which sets out the outcomes the Committee wishes the Company to work toward in return for a management fee. Performance is monitored through a framework agreed by Leisure and Environment Committee.

3.3 A summary of performance is contained in Appendix II. Performance overall has been maintained through a favourable growth in adult membership of 3.34% achieved through a combination of promotions, guest passes and wider community engagement. In addition to the adult membership base, there has been considerable growth in leisure centre visits from the under 16's market, an increase in users from deprived areas and an uplift in referrals through health professionals following more focussed work by the Sports Development Team.

- 3.4 In light of the adoption of the Community Plan 2019-2023 a review of Active4Today's Key Performance Indicators (KPI's) has been undertaken and the proposed basket of new KPI's which better reflect the priorities of both the Council and Active4Today will be reported to future Leisure and Environment Committees is attached at Appendix 1V for member approval.

Overview of Finance

- 3.5 During the period 1 April 2018 to 31 March 2019, the financial statements at Appendix I show that the Company recorded a net operating surplus of £22,453 factoring in the full management fee payable by the Council of which 50% (£60,610) is currently on retention. It should be noted however that £239,987 was spent on repairs and renewals which is £87,487 over the budget provision anticipated for the year. The operating surplus therefore represents a strong financial performance from the Company in 18/19 given the level of re-investment in the Council's asset base.
- 3.6 It should be further noted that within the accounts the provision for pension deficit is now shown as a net liability in the Balance sheet and is in accordance with generally accepted accounting treatment. The net liability has always existed, however as the company's accounts were not subject to audit in previous years, (as the company was treated as a "small company" for the purposes of filing requirements with Companies House), the liability was not provided for in the company's accounts and was, instead, disclosed as a note to the accounts. The company, as a wholly owned subsidiary of the Council, is now required to have an audit and therefore has accounted for assets and liabilities of the pension fund on the face of the Balance Sheet. The value of the assets and liabilities will be re-valued every 3 years with the next review being undertaken this year, however, this is an accounting protocol for member information only.
- 3.7 The Company's earmarked usable reserves, as at 31 March 2019 stand at £400,130 an increase of £22,453 on the balances held at 31 March 2018 and are allocated as follows:

Repairs and Renewals Reserve	£187,002
Repairs and Renewals Development Reserve	£70,000
Contingency Reserve	£143,128
Total Usable Reserves	£400,130

4.0 Issues for Leisure & Environment Committee

Future Funding

- 4.1 Members will recall that, at 22 January 2019 meeting of Leisure & Environment Committee, a decision was taken to review the Company's 2018/19 outturn position in order that Committee can form judgements on the management fee payable in 2019/20.
- 4.2 This decision would continue to look prudent at this time given the surplus position achieved at year-end, the significant reserves held by the Company and the fact that Leisure & Environment Committee approved a three year pricing strategy 2019-22 which includes some modest price increases where the Company believe there is scope to do so. Accordingly it is proposed that 50% of the management fee for 2019/20 (£60,610) be paid to A4T and the remaining 50% held in abeyance pending a review of in-year performance by A4T given the loss of the pool at the Dukeries which has resulted in a downturn in membership and income at this site.

- 4.3 The company started trading on 1st June 2015 and has therefore completed its fourth complete year of trading. It continues to demonstrate strong operational and financial resilience and therefore, now is an appropriate time to review and revise the management agreement between the Council and Active4Today. Officers of the Council have begun work on revising the agreement and have commenced discussions with the Active4Today. A report will be brought to a future meeting of the Committee setting out any significant changes.

Southwell Leisure Centre Trust

- 4.4 In addition to paying a management fee to Active4Today to operate leisure and sports development services, the Council also pays a cash sum to the Company to provide strategic management support to Southwell Leisure Centre Trust, as well as 'donating' a number of central services such as human resources and ICT.
- 4.5 The cash element the Council is due to pay Active4Today for providing strategic management support to the Trust in 2019/20 is £80,850 and that £15,000 will now be contributed by the Southwell Leisure Centre Trustees. Members will also see from Appendix II that Southwell Leisure Centre has seen growth in over 60's and adult membership base as well as an increase in health referrals.

5.0 Equalities Implications

- 5.1 There are no new equalities implications arising from this report.

6.0 Financial Implications FIN19-20/4938

- 6.1 Appropriate provision was made in 2018/19 to pay the final 50% as stated in paragraph 3.5.
- 6.2 2019/20 budget for the management fee is £121,220 and as per paragraph 4.2 is prudent to pay in two parts in order for the Council to review the forecasted outturn position of the company.

7.0 RECOMMENDATIONS that:

- (a) Committee note the positive performance of Active4Today in 2018/19;**
- (b) Committee note that the operating agreement between the Council and the Company is under review and any significant changes to the agreement will be brought to a future meeting of the Committee;**
- (c) the retained management fee for 2018/19 of £60,610 be paid to Active4Today based on the year end outturn;**
- (d) 50% of the management fee (£60,610) for 2019/20 be paid to Active4Today and the remaining 50% held in abeyance pending a review of in-year performance by A4T;**
- (e) the Southwell Leisure Centre management fee of £80,850 be paid to Active4Today which represents the Council's contribution; and**

- (f) the proposed Key Performance Indicators to be reported to Leisure and Environment Committee be approved.

Reason for Recommendations

To ensure the Company is delivering the outcomes required by the Council in the most efficient and effective way.

Background Papers

For further information please contact Matthew Finch on Ext 5716.

Matthew Finch
Director – Communities & Environment

LEISURE & ENVIRONMENT COMMITTEE MANAGEMENT REPORT

25 JUNE 2019

1.0 REPORT PURPOSE

- 1.1 To provide the Leisure & Environment Committee with the 2018/2019 financial outturn position for the year.
- 1.2 To provide the Leisure & Environment Committee with the 2018/2019 final accounts for Active4Today Ltd (A4T).
- 1.3 To provide the Leisure & Environment Committee with the 2018/2019 performance outturn position for the year, which includes the sports development services overview.

2.0 BACKGROUND

- 2.1 On 1 June 2015, Active4Today commenced operations as a Local Authority Trading Company. The aim of the Company was to provide and deliver the indoor and outdoor leisure offer for the Council, whilst operating as an independent company, registered with Company's House. The Company has now traded for three full years and further 10 months, which was the first period, after the initial set-up of the Company.
- 2.2 Members will be aware that reports are provided to the Leisure & Environment Committee against a set amount of performance indicators, which were agreed with the Committee; these are set out at appendix II. Narrative to support these performance indicators is set out at in section 5 of this report. In addition there are a number of areas of the business that have performed well throughout the year and these are also set out below.
- 2.3 In addition to the above performance information, attached at appendix III is the specific information regarding the sports development projects and any events involving club and volunteer support, offered to District based clubs and groups. This will include the work of the sports development team which has taken place where a series of new activities have been developed; this will impact upon customer usage of all the centres, and raise awareness of the offer and the signposting as an exit route for the new activities.
- 2.4 As the committee will be aware through previous reports, that 2018/2019 has been an incredibly hard year for the Company, which is mainly as a result of the loss of swimming at the Dukeries Academy. This has been reported to the committee throughout the year and the various moves which have taken place from the Academy swimming pool, to South Forest swimming pool and then to Wellow House School (WHS) and the use of their swimming pool.
- 2.5 As members will be aware, as a result of the WHS terminating the use of their swimming provision at the end of 2018, the children's membership at the Dukeries Leisure Centre has reduced significantly from 559 to 302 members. In view of this, income levels have also been lower than expected at the commencement of the year, with a loss of approximately £17K due to this issue.

- 2.6 However, the above position is better than expected and the Company have worked extremely hard to mitigate this loss by re-locating several members to activities at the Newark Sports and Fitness Centre and the Southwell Leisure Centre. In addition to this, additional dry-side activities have been offered at the Dukeries Leisure Centre and prices for memberships reduced, to incentivise the members to stay with their membership, while investigations into the new pool offer takes place.
- 2.7 While the reduction in junior members was expected, as the provision of swimming was removed from Ollerton, the loss to the adult membership was harder to understand, as it was unknown whether several adults only used the facility, as a result of their child using it. In view of this, the adult membership was monitored very closely. During 2018/2019, the adult membership at Ollerton reduced by 49 from 982 to 933. However, this was a reducing position before March 2018, as the swimming provision had been removed in July 2017. At its height in September 2017, the adult membership stood at 1,033. Based on its current position, there has been a net loss of 100 members during this time.
- 2.8 Members will be aware that throughout 2019/2020, A4T will be supporting the council to deliver the new swimming pool at the Dukeries Leisure Centre, in partnership with their chosen preferred delivery company. The feasibility work has recently commenced on site and the Company looks forward to developing the operational part of the process, with the Council in order to deliver an excellent facility for the customers of Newark & Sherwood.
- 2.9 During 2018/2019, A4T have been providing the Leisure & Environment Committee with regular financial and performance reports and below is the final outturn position of the Company for 2018/2019, in line with previous reports.

3.0 FINAL ACCOUNTS & FINANCIAL HIGHLIGHTED FROM 2018-2019 OUTTURN:

3.1 Attached at Appendix I is the 2018/2019 final accounts for the Company and provides the Leisure & Environment Committee with information on the allocation of finance, throughout the period, 1 April 2018 to 31st March 2019.

3.2 Salaries Budgets: (excluding FRS102 adjustment) *see note at 3.72

Original Budget £	Full Year Revised Budget £	Actual £	Variance to Original Budget £
£1,946,270	£1,932,850	£1,930,914.27	£15,355.73 (-)

3.2.1 The in-year variance to the original budget of £15K is mainly due to staff vacancies across the company; however, this has been supported by underspends on the National insurance and Superannuation budgets, due to the unpredictable nature of relief and part time work. Increases have however, been experienced within the freelance instructor costs, which in the main are attributed to the new personal trainer programme, provided at the NSFC. The net effect of these savings and increased costs, have however, resulted in an overall net reduction in this area.

3.3 Premises Budgets:

Original Budget £	Full Year Revised Budget £	Actual £	Variance to Original Budget £
£399,940	£457,540	£457,211.26	£57,271.26

3.3.1 The increase in budget spend is in the main attributed to additional repair and maintenance costs across the company (£87K). Significant costs have been added as a result of the increased operational costs of NSFC. This is due to the high contractual maintenance work, which is required to support the extensive mechanical and electrical equipment, which operates this facility. This includes, air conditioning, pool plant, the combined heat and power unit (CHP), ultra violet chemical dosing equipment and wide-ranging legionella checks, which are required for health and safety reasons. These costs have however, been off-set by savings within the utility budgets and mainly in electric, which can be attributed to the CHP unit.

3.4 Supplies and Services Budgets: (excluding FRS102 adjustment) *see note at 3.72

Original Budget £	Full Year Revised Budget £	Actual £	Variance to Original Budget £
£710,290	£730,129	£713,208.27	£2,918.27

3.4.1 The variance on the supplies and services budget is due to a number of small differences, on a number of accounting codes and which feed into this group. Additional expenditure has been made on equipment; this has included the contactless entry system and tablets for coaching staff, to assist with the management of the extensive children's membership programme. Additional Irrecoverable VAT has been charged to A4T in year and cost for the hire of facilities, due to the changes made to the Ollerton site and for using the Newark Academy to run AS4T courses.

3.4.2 Savings have however, been made on children's badges, with the introduction of technology and the new performance portfolios, which have been introduced and provided to each child; further information on this area is contained in the performance information below. Finally, there has been a small adjustment to the 2017-2018 accruals in year.

3.5 Income:

Original Budget £	Full Year Revised Budget £	Actual £	Variance to Original Budget £
-£2,976,550	-£3,111,986	-£3,105,495	-£128,945

3.5.1 The variance to original budget of (£129K) is made up of the following areas:-

- Adult direct debit membership, additional income equals £63K – This is in the main attributed to the NSFC, where the adult membership continues to grow, albeit at a lower rate than when the centre first opened.

- Personal trainer income of approximately £12K – This is a new initiative which was introduced to NSFC and has proved beneficial for the Company. This is off-set however, by increased freelance costs for staff delivering this service, however, it has provided an overall net improvement and provides an additional service for the customers of A4T
- Additional miscellaneous income £24k – This represents a SLA fee for services received from the Newark Academy, income for the sports development team, who have delivered a number of courses across the district and a refund from a utility company, who had previously over-charged the Company
- Southwell SLA – Due to the lateness of agreeing the full management fee for 2018-2019 (specifically appertaining to the services provided to SLCT), an additional £30K was added to the full in-year revised budget, as this amount was redeemed from NSDC. Going forward the arrangement will change during 2019/2020, with the finance being received from both SLCT direct and the district council
- Additional wetside income £5K – This increase is attributed to club and block booking increases at the NSFC
- Additional grant funding £9K – This is a draw-down of finance, for the delivery of a sports specific programmes, delivered through the sports development team
- Children’s XP income across all sites is down to original budget by £8K – This is mainly due to the loss at DLC, however, as reported above, this figure was expected to be higher and has been mitigated, as a result of the excellent work by the staff, moving customers across site and improving the offer at DLC. Financially, increases in membership prices earlier within 2018, have assisted with the loss of income in this budget area; this is supported by improved upselling by on site staff, to identify the best package to suit the child’s requirements
- Vending/equipment sales income down by £6K – This is currently an on-going issue, due to the company which A4T were working with, going into liquidation

3.6 Transfers from Balances:

3.6.1 In January 2018, A4T reported to the L&E Committee that £75K would be required to be taken from their balances, to enable the company to manage its cash flow and budgets for the 2018-2019 accounting year.

3.6.2 However, during the year, due to a number of positive income generating initiatives across the company (including the increase of £30K attributed to the SLCT, SLA) and a reduction in several expenditure items across various budget groups, the predicted cash flow shortfall of £75K, has moved to a surplus of £22K in year. Additional balances have been used from previous receipts in advance, to support the development of the marketing and communications of the company.

3.7 Highlighted Areas Taken From the 2018/2019 Final Accounts:

3.7.1 During the year, Members will note that there has been a change of Director within the Company, with Kirsty Cole stepping down as a Director of A4T, due to John Robinson taking the role of Chief Executive for the Council, which also provided John with a position on the A4T Board. John was appointed during July 2018.

3.7.2 During the final account process and in consultation with the external accountants, external audit and the Council, there has been a new approach applied, to how the pension deficit is recorded in the accounts. The legislation that drives these accounting practices is FRS 102. This means that in the 'trading profit and loss account' there are costs totalling £283K, which relate to the 'defined benefit pension scheme' and this figure can be seen in the final accounts statement, creating a deficit in year of £261K. This however, masks the real in year trading surplus of the Company, which is showing £22k. In addition there is an actuarial gain of £245K, relating to assumptions around finance and demographics, which can be seen in the 'Other Comprehensive Income' account. The net effect of the pension income and expenditure, on this year's balance sheet is £38K, increasing the pension deficit to £2,927,000. The details of these can be seen in the 'Income Statement', the 'Other Comprehensive Income' account and the 'Directors' report.

3.8 **Balance Sheet:**

3.8.1 **Assets** - Stock, debtors and cash. Debtors include the treasury management finance/loan, which is held by the Council on behalf of A4T and invested by the Council's Finance Business Unit; this equates to £560K. The debtors figure also includes debtor invoices outstanding as at 31-03-2019 totalling £80K.

3.8.2 **Liabilities** – Provision has been made to pay outstanding suppliers - £268K. Liabilities also include commitments in year of £21K and receipts in advance £50K.

3.8.3 **Net Pensions Liability** - This has increased in year by £38K, as reported above in para 3.72

3.8.4 **Reserves** – The in-year trading surplus of £22K has been added to the reserves balances and total usable reserves held by A4T Ltd. As at 31-03-2019, the total usable reserve is £400K and the breakdown can be seen below.

- R&R reserve = £187,002
- R&R development Reserve = £70,000
- Contingency Reserve = £143,127
- **Total usable reserve = £400,129**

Unusable Reserves – The Pension reserve has increased by £38K and now totals a deficit of £2,927,000

3.9 **Audit Process:**

3.9.1 As part of the agreement made during 2017/2018, Active4Today have procured the services of Wrightvigar to undertake an audit of the A4T accounts before being provided to the Council, for incorporation into the Consolidated Group Accounts for the organisation. This continues as an ongoing process going forward. A meeting was convened with WrightVigar on 25th January 2019, where the audit timetable was agreed for this year.

3.9.2 The committee will note the independent audit conclusion has been provided by Wrightvigar, which states the accounts:

- give a true and fair view of the state of the Company's affairs as at 31 March 2019 and of its deficit for the year then ended
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006

3.9.3 The auditors have provided additional advice and support on the deferred pensions benefit scheme and have added supplementary lines of explanation within the accounts. This is to assist readers to work through the complicated nature of the pensions and the calculations which support this.

3.9.4 Due to the changes in the layout of the accounts and the addition of the pension liability to the profit and loss account, the 2017-2018 accounts, will be restated as a matter of course and Wright Vigar will arrange to undertake this process on behalf of A4T, as soon as possible.

4. FINANCIAL DEVELOPMENTS IN 2018/2019 & 2019/2020

4.1 The committee will be aware that as one of the main drivers for the Company has been financial sustainability and considerable amount of work has taken place in this area since the Company was developed. The Company's financial team has brought in house many of the financial processes, which used to be provided through the Council. Set out below are further areas of financial development, which have taken place during 2018/2019 and are progressing into the 2019/2020 financial year:

- A new online membership payment system is being introduced with an implementation date during summer 2019. This new process would allow prospective members to pay on line, removing a potential barrier to entry.
- Monthly direct debit payments have now been introduced for all clubs and organisations using the A4T sites. This approach has reduced invoices and in turn delays in payment from those organisations. This will assist with budgeting and provide more certainty throughout the year.
- Contactless entry systems have now been introduced at all leisure centres
- In partnership with the district council, work is taking place regarding the developments around the human resources and payroll system, with a view to A4T taking further control of this element of the process and moving this into the Company
- In partnership with a software supplier, the development of Staffmis is taking place, which will replace several existing stand-alone operating processes and bring them into one area. This covers, health and safety, rotas, repairs and renewals, communication to employees and building operations
- Making Tax Digital (MTD) - It has recently been agreed that A4T will manage Southwell Leisure Centre Trust's VAT return with effect from 1st April 2019. This is currently prepared by the finance section of NSDC. In addition, A4T will obtain the required HMRC approval to process and implement Making Tax Digital for the
- A4T has been successful in attracting Sport England (SE) funding of up to £150K (inclusive of VAT), to support the development of the new swimming pool at Dukeries Leisure Centre. This process will commence once feasibility work has been undertaken (during the 2019/2020 financial year) and the scheme commences on

site. There are very tight timescales to draw down the finance from SE; however A4T once the scheme is in place will look to draw down its finance first, in order to hit the project deadline for SE.

- Available reserve finance will be drawn down, to support the development of the Blidworth Steam and Sauna facility, if this is approved by members

5. PERFORMANCE REPORT 1 APRIL 2018 - 31 MARCH 2019

- 5.1 Active4Today has monitored the performance of the Company against the agreed performance framework established when the Company was formed in 2015. Attached at appendix II is the suite of key indicators for 2018/2019. In addition, the main highlights have been extrapolated from this performance framework and are set out in the report below.
- 5.2 The Company has continued to create and offer a wide range of activities for all groups and has worked closely with community groups to introduce more people to physical activity at the leisure centres and in community settings. More details of these activities are included at appendix III, within the Sports Development report.
- 5.3 The total number of direct debit memberships across the business has experienced a slight decline by 1.01% in comparison to March 2018. This decrease has been due to decline in the junior memberships at DLC, following the termination of the agreement with the Wellow House School and the removal of swimming lessons.
- 5.4 The total number of adult memberships has seen an increase over the year, from 6,276 in March 2018 to 6,456 at 31 March 2019. This is a net increase of 180 adult members.
- 5.5 The total decrease in junior members across all sites compared to March 2018, is 278 net members. This is a very good outcome for the Company, considering the issues at the DLC and the changes to the programme and venue, which the customers have experienced since May 2018.
- 5.6 More specifically, junior membership at DLC has decreased by 257 in the year from 559 to 302. As stated above, this is due to the termination of the partnership hire agreement with Wellow House School and despite a positive transfer of 75 children's memberships to swimming lessons at SLC and NSFC, the total membership base has declined significantly. It is hoped that this decline will be turned around, once the new swimming pool at the DLC is developed.
- 5.7 Additionally the junior membership at NSFC has decreased slightly from 2,205 in March 2018 to 2,180 in March 2019. A net decrease of 25 children's memberships.

Membership Type	Actual	Target	Comparison to March 2018	Change +/- compared to March 2018
BLC Adult	830	853	892	-62
DLC Adult	933	913	982	-49
NSFC Adult	4,693	4,355	4,402	+291
BLC Junior	27	0	23	+4

DLC Junior	302	518	559	-257
NSFC Junior	2,180	2,289	2,205	-25
TOTAL	8,965	8,928	9,063	-98

Fig 1. Adult and junior comparison membership totals

- 5.8 Membership attrition across all sites is detailed in the table below. This is a positive position for memberships and demonstrates the improved retention work which takes place on-site and targets the adult membership base. However, this has been off-set by the impact of the loss of swimming provision in the Sherwood area; which has had a significant impact to the children's attrition rates. As stated above, it is expected this data will also improve, when the new swimming pool comes on line.

Category type	March 2018		March 2019	
	Attrition Rate	Retention Rate	Attrition Rate	Retention Rate
Adult	3.79%	96.21%	3.5%	96.5%
Child	2.89%	97.11%	4.54%	95.46%

Fig 2. Overall Company retention rates for adults and juniors

- 5.9 Industry feedback confirms that the performance in the retention of adult memberships is regarded as excellent. This is an area of work which has been a focus for the Company and assists the customer journey. This has been supported by the introduction of the TRP surveys, which have been reported to Members throughout the year and includes the excellent performance of Blidworth Leisure Centre, which has been one of the highest performing centres in the country, for positive customer feedback. As a result of this, BLC received a 'Platinum Medal Award' from TRP, for its continued high performance in customer satisfaction, which is a fantastic achievement for the staff at the site and for A4T in general.
- 5.10 The number of referrals received from health professionals has had a large increase compared to March 2018. To 31 March 2019, the number of referrals received for all sites (including SLCT) was 459, compared to 304 the previous year. This represents an increase of 155. Of the 459 referrals, 250 clients have subsequently signed up to the subsidised membership scheme, allowing full access to all the activities available, with full support from a Level 3 GP Referral coach, or a Level 4 Cardiac Rehabilitation trained instructor. This is a positive statistic and confirms the success of the process, once the referrals attend the leisure centres, for their initial consultation.
- 5.11 The number of user visits across all sites for the year has reduced to 900,767 compared to 1,028,623 in March 2018; this is a decrease of 127,856. This problem has been communicated to Members several times throughout 2018/2019 and have focused on the ICT challenges, which have been experienced; including several large 'outages' of the systems. Many of these issues have now been rectified, with the move to 3 serves (from 1 server) taking place during April 2019. It is hoped that as a result of this new investment, the ICT environment for the operation of the Company, will be more stable throughout 2019/2020 and the usage figures will rise. This is reported further in para 5.28.

- 5.12 The number of user visits for children and young people (under the age of 16) across all leisure centre sites has increased from 193,312 in March 2018, to 276,596 in March 2019. This can be attributed to the work of the site staff, including the programming team, sports development team and ongoing customer engagement. Capacity within the coaching programmes has been increased (due to moving customers around the facilities), as well as developing a wider range of activities that will attract this target age group.
- 5.13 The sports development team is continuing to work within the more challenging areas of the district, where physical activity levels are lower than expected. These areas are predominantly, Ollerton, Clipstone and Bilsthorpe, where programmes have been developed, with an aim to increase participation from nothing, to 1 x 30 minutes of physical activity per week. A summary of sports development work areas, is included at appendix III.
- 5.14 The partnerships with Newark Academy and Bishop Alexander have both continued to move forward positively and has enabled A4T to secure more availability for local clubs and groups, through the accessing of valuable and high quality community facilities, at these venues. A4T has also provided professional advice to the Barnby Road Academy, Newark, to support of the development of their new sports hall. This partnership will continue to be developed over the forthcoming year, in order to enhance and increase community access to the facility.
- 5.15 Active4Today has recognised the requirements of ensuring staff are adequately trained and has delivered updates in safeguarding children and vulnerable adults to all staff that undertake activities involving those groups. This has also included a full audit to ensure all staff in positions where an enhanced DBS is required, is valid and up to date.
- 5.16 Website usage and hits for the Company continue to prove that the website is a well-used resource for existing and potential customers. However, the current trends within the industry demonstrate that the demographic of fitness users require a more interactive digital platform. As a result, A4T are investigating the development of an application or 'app' which would interface with all other existing software products. This should improve the customer journey, whilst at the same time collecting more accurate data on usage, frequency of visit and payment methods.
- 5.17 Due to the increasing number of customers using smartphones and fewer requirements for information in a printed format, during summer 2018, the 'Active' booklet was developed and printed for all sites including Southwell Leisure Centre Trust. This provides general information to the customer in a printed format, allowing the regularly changing information i.e. timetables to be updated digitally, reducing the amount of time and resource for printing numerous different leaflets. This has produced a cost saving of approximately £2,000 per year, while at the same time, providing information in a format which many customers prefer.
- 5.18 The use of the TRP (The Retention People) software has expanded during the year with introduction of automated surveys. This has proved extremely insightful and allowed customers to provide feedback in another format as well as 'scoring' their visitor experience. The engagements within the TRP automated customer satisfaction software

system is very successful sending out over 1,600 questionnaires per month to members across both A4T and the SLCT, with a response rate of approximately 25%. This has a direct impact on the retention of the adult membership base, with customers sharing their concerns immediately, allowing a timely investigation and response to be provided. Similarly, there are many positive comments of praise regarding the centres and these are shared with staff and sites concerned.

- 5.19 BLC has continuously received extremely positive feedback and has achieved a Platinum medal award, based on its individual Net Promoter Score (NPS) since the introduction in August 2018. At the time of the award, their score based on completed surveys was 82; this compares to the total group score of 44, against the national average of 49 and represents a good position for all sites including SLCT.
- 5.20 In anticipation of the implementation of a new pricing structure from 1 April 2019, a new promotional plan has been developed, explaining the benefits and criteria for each membership available. This includes various opportunities throughout the year, for new members to 'beat the increase' when joining before April. The February promotion saw one of the key campaigns from the 3-year Pricing Strategy, creating a 'call to action' for customers to sign up before 31 March and pay 2018 membership prices. This generated new sales of 385 adult members and 192 juniors (including SLCT). Promotions will continue to take place throughout the year and currently A4T are looking forward to 'quarter 3' 2019, where promotions for the new swimming pool at the DLC will commence. In doing this, A4T and SLCT are both in a position to forecast more accurately, income levels over a 3-year period, providing much needed financial and membership information, in anticipation of future developments.
- 5.21 The roll out of portfolios for all junior members during April 2018 has been received positively by customers and has realised a cost saving of over £7K for the A4T and the SLCT. This has also removed much of the on-going resources for the administration of the badge and certificate process, allowing these resources to be re-allocated, to concentrate on other leisure centre operations.
- 5.22 The sales and promotions for 2019 were brought forward to start at the end of December 2018, in a bid to recognise and retain existing members. This approach seeks to acknowledge and reward loyalty members and schemes such as the '12 days of Christmas' campaign were a huge success in achieving this. January's new sales campaign commenced on Boxing Day, similar to the large national retailers. The promotional aim was to attract new customers to sign up earlier, in order to collect the first direct debit on 1 February. This also assists the centres with spreading the customer sign ups through the traditional busy period, allowing a more personal and quality contact, to take place with instructors.
- 5.23 In addition, there have been a number of promotional campaigns which have targeted different groups to promote membership sales. These included a 'pay and play' incentive in October, encouraging people who currently 'pay as they go' to join a membership and save money. During November, the 'Something for Everyone' campaign, promoted the benefits of exercise and the varied programme of activities on offer at the sites. This generated new sales of 379 adult members and 169 juniors (including SLCT).

- 5.24 The new 'Premier' membership was launched on 1 December at NSFC. The initial feedback from this new membership offer has been extremely positive; with members finding the 1-2-1 weekly support from the instructors a real motivator, in reaching their fitness and lifestyle goals. To date there are 41 members taking advantage of the additional benefits on offer from this membership.
- 5.25 As a result of the feedback from parents of the children on the Xperience membership, Active4Today and Southwell Leisure Centre Trust re-instated alternative sessions for those children that missed sessions due to bank holiday closures. Although customers wanting an alternative session are small, with only 57 customers out of 4,136 customers taking up the initiative during Easter 2018, for inclusivity purposes, it was felt that this approach should be available to parents. Many customers however, continue to take up the offer of FREE public swimming instead, which has been in place for approximately two years. The alternative sessions will continue to be offered throughout 2019/2010 to those customers affected by Bank Holiday closures and who have children on the Xperience memberships.
- 5.26 The delivery of a Christmas Fun Week from Monday 17 December saw over 4,500 children across Active4Today and Southwell Leisure Centre Trust enjoy fun galas, gymnastics and trampoline displays and a visit from Santa, with treats provided for every child. The adults were not left out either and had an opportunity of enjoying a mince pie and or healthy fruit option, whilst they visited the leisure centres throughout the week. The events were an incredible success and both adults and children received prizes during the week, if they were entered into the raffle draw; full coverage of all prize winners were then advertised via various forms of social media.
- 5.27 Contactless technology has recently been installed at all leisure centres, to enhance the point of entry for customers. This has been a partnership project, with the front of house software provider and the roll out of the contactless entry cards and bands has also been undertaken. This will be a faster and more efficient access with either a chipped card or a 'band entry system'. This has been a new area of development for the A4T and SLCT and has taken approximately 12 months to develop and implement fully. In addition to this and an issue which has slowed the centres operations down over the past several months, has been the migration of servers. During April 2019, as part of the contactless installation, A4T and SLCT have had server increases, moving the operations of the facilities from 1 server to 3 servers. This should provide a more stable ICT infrastructure with more capacity for the multiple ICT software systems used across the business, and ultimately provide an improved service for the customers.

6. PROPOSAL

- 6.1 It is proposed that the district council acknowledge the work, which has been undertaken by Active4Today Limited, including the hard work to mitigate the issues which have arisen at the Dukeries Leisure Centre throughout the year.

7. BUDGET IMPLICATIONS

- 7.1 There are no direct budgetary implications contained within the report, over and above those which have been set out above.

8. EQUALITY & DIVERSITY IMPLICATIONS

- 8.1 There are no equality or diversity issues set out above. Information on the diversity of the work which A4T undertake, has been contained within the information above and attached at appendix III; the sports development report. All information will continue to be available in a number of formats, in line with access requirements and those set out in the equalities and diversity policy.

For further information please contact Andy Carolan – Managing Director via email on andy.carolan@active4today.co.uk

Report of the Directors and
Financial Statements
for the Year Ended 31 March 2019
for
Active4Today Limited

Active4Today Limited

Contents of the Financial Statements
for the Year Ended 31 March 2019

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Active4Today Limited
Company Information
for the Year Ended 31 March 2019

DIRECTORS:

R Blaney
A Carolan
S Kohli
D Lloyd
J Robinson
Ms A Truswell

REGISTERED OFFICE:

Newark Sports And Fitness Centre
Bowbridge Road
Newark
Nottinghamshire
NG24 4DH

REGISTERED NUMBER:

09477018 (England and Wales)

AUDITORS:

Wright Vigar Limited
Statutory Auditors
Chartered Accountants & Business Advisers
15 Newland
Lincoln
Lincolnshire
LN1 1XG

Active4Today Limited
Report of the Directors
for the Year Ended 31 March 2019

The directors present their report with the financial statements of the company for the year ended 31 March 2019.

Active4Today Ltd was launched on 1st June 2015, as an independent company registered with Companies House, with Newark and Sherwood District Council being the single shareholder.

Active4Today Limited and its business consists of three leisure centres, a sports development section and a headquarters, which collects and manages the finance of the Business, including the in-house direct debit finance, associated with their popular membership schemes. In addition to these services, Active4Today Ltd provides administrative support to the Southwell Leisure Centre Trust and operates additional dryside provision out of Newark Academy and Bishop Alexander LEAD Academy, through service level agreements. Until January 2019, it also provided a limited wetside operation, out of the Wellow House School.

The aim of the business is to focus on 3 distinct areas:

- Health and active lifestyles
- Accessible facilities
- Financial viability

REVIEW OF BUSINESS

To the end of 2018/19 the Company played host to 900,767 visitors, using its facilities and sports development service. In addition, it has a direct debit membership of 8,967 members, which consist of both adult and juniors.

The company's unique selling point (USP) is that of a fully accessible service, which is family friendly and offers a wide range of activities to attract users from all age groups and all socio-economic backgrounds. The work of the company, although complimentary, is split into three areas. The are:

- Leisure facilities
- Outreach work
- Club development

The year to 31st March 2019 was the third full trading year by the company which started trading in June 2015. The initial trading period was 10 months only. the surplus in year continues to represent a realistic commercial outcome for the business and it's not for profit status. Given the very hard year of trading, which the Company experiences during 2018/19 due to the loss of wetside provision from Dukeries Leisure Centre.

Throughout 2018/19, as with previous years, substantial repairs and renewals to the facilities have taken place, in order to ensure these facilities remain in very good condition, which meet the customer expectation. This is in line with Company's contractual arrangements with the Council and the requirements to ensure the facilities remain in a condition which is "fit for purpose" and reflects the Council's and Company's commitment to providing a quality experience, for its customers.

Reserves for the Company excluding the pension scheme remain in a good position and the Company continues to make provision to these annually, to achieve its desired position and one which supports the Company's financial sustainability. The company continues to receive the ongoing financial support of Newark and Sherwood District Council from an annual management fee.

FINANCIAL REVIEW

The trading results of the business show an operating profit for both the current and prior year.

Since June 2015 the company has taken on the liability of the defined benefit pension scheme and costs relating to the running of this scheme are now required to be recognised in both the profit and loss account and in the statement of other comprehensive income.

In the current year the total comprehensive income of the company showing the combined results of the trading activities and the pension scheme amounted to a deficit of £15,547 (2018: profit £94,552).

This comprises the trading results showing a profit of £22,453 (2018: £178,552) and movement on the pension liability which showed a deficit of £38,000 (2018: £84,000) in respect of the year to 31 March 2019.

The component parts of the pension scheme liability movement are illustrated in the table below which reconciles the trading results of the business to the total comprehensive income for the year.

Active4Today Limited

**Report of the Directors
for the Year Ended 31 March 2019**

	2019	2018
	£	£
Net interest charge on pension scheme	(73,000)	(75,000)
Service costs in respect of the pension scheme	(422,000)	(433,000)
Contributions made by Active4Today to pension scheme	213,000	206,000
Administrative costs on pension scheme	(1,000)	(1,000)
Actuarial gain	<u>245,000</u>	<u>219,000</u>
Overall movement on pension liability	(38,000)	(84,000)
Trading profit of the company	<u>22,453</u>	<u>178,552</u>
Total comprehensive income for the year	<u>(15,547)</u>	<u>94,552</u>

DIRECTORS

The directors shown below have held office during the whole of the period from 1 April 2018 to the date of this report.

R Blaney
A Carolan
S Kohli
D Lloyd
Ms A Truswell

Other changes in directors holding office are as follows:

J Robinson - appointed 25 July 2018
K Cole - resigned 25 July 2018

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS


So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Active4Today Limited

Report of the Directors
for the Year Ended 31 March 2019

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:


.....
A Carolan - Director

Date: 28.05.2019.....

Active4Today Limited

Report of the Accountant
for the Year Ended 31 March 2019

Independent examiner's report to the directors of Active4Today Limited

I report on the accounts of the company for the year ended 31 March 2019.

Respective responsibilities of directors and examiner

The directors of the company are responsible for the preparation of the accounts and consider that both an audit and independent examination are required.

Active4Today Limited have requested that I carry out an independent examination of their financial statements, it is my responsibility to:

- examine the accounts under the Companies Act 2006;
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

The examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and explanations sought from you as directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention. This gives me reasonable cause to believe that the following requirements have been met:

- to keep accounting records in accordance with s.386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of s.396 of the Companies Act 2006



Tom Geraghty & Associates

Chartered Accountants and Business Advisors
38 Northgate
Newark-on-Trent
Nottinghamshire
NG24 1EZ

Date:28.05.19.....

**Report of the Independent Auditors to the Members of
Active4Today Limited**

Opinion

We have audited the financial statements of Active4Today Limited (the 'company') for the year ended 31 March 2019 which comprise the Income Statement, Other Comprehensive Income, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2019 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

Report of the Independent Auditors to the Members of
Active4Today Limited

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page three, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



James Sewell BA (Hons) FCA CTA (Senior Statutory Auditor)
for and on behalf of Wright Vigar Limited
Statutory Auditors
Chartered Accountants & Business Advisers
15 Newland
Lincoln
Lincolnshire
LN1 1XG

Date: 28 May 2019

Active4Today Limited
Income Statement
for the Year Ended 31 March 2019

		2019		2018 as restated	
	Notes	£	£	£	£
TURNOVER			2,873,004		2,836,896
Administrative costs - pension		210,000		228,000	
Administrative expenses		<u>2,947,136</u>		<u>2,809,407</u>	
			<u>3,157,136</u>		<u>3,037,407</u>
			(284,132)		(200,511)
Other operating income			<u>250,782</u>		<u>323,106</u>
OPERATING (DEFICIT)/SURPLUS			(33,350)		122,595
Irrecoverable VAT	4		<u>157,653</u>		<u>173,681</u>
			(191,003)		(51,086)
Income from other current asset investments			<u>4,267</u>		<u>2,022</u>
			(186,736)		(49,064)
Other finance costs			<u>73,000</u>		<u>75,000</u>
DEFICIT BEFORE TAXATION			(259,736)		(124,064)
Corporation Tax on investment income			<u>811</u>		<u>384</u>
DEFICIT FOR THE FINANCIAL YEAR			<u>(260,547)</u>		<u>(124,448)</u>

Active4Today Limited

Other Comprehensive Income
for the Year Ended 31 March 2019

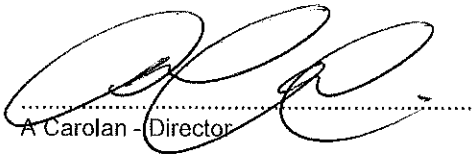
	Notes	2019 £	2018 as restated £
DEFICIT FOR THE YEAR		(260,547)	(124,448)
OTHER COMPREHENSIVE INCOME			
Pension scheme actuarial gain		245,000	219,000
		<hr/>	<hr/>
OTHER COMPREHENSIVE INCOME FOR THE YEAR, NET OF INCOME TAX		<u>245,000</u>	<u>219,000</u>
TOTAL COMPREHENSIVE INCOME FOR THE YEAR		<u>(15,547)</u>	<u>94,552</u>

Balance Sheet
31 March 2019

	Notes	2019 £	2018 as restated £
CURRENT ASSETS			
Stocks	6	3,565	3,035
Debtors	7	657,436	695,740
Cash in hand		<u>84,940</u>	<u>76,970</u>
		745,941	775,745
CREDITORS			
Amounts falling due within one year	8	<u>345,811</u>	<u>398,068</u>
NET CURRENT ASSETS		400,130	377,677
TOTAL ASSETS LESS CURRENT LIABILITIES		400,130	377,677
PENSION LIABILITY		<u>(2,927,000)</u>	<u>(2,889,000)</u>
NET LIABILITIES		<u>(2,526,870)</u>	<u>(2,511,323)</u>
RESERVES			
Contingency reserve		143,128	120,675
Repair reserve		187,002	187,002
Development reserve		70,000	70,000
Pension deficit		<u>(2,927,000)</u>	<u>(2,889,000)</u>
		<u>(2,526,870)</u>	<u>(2,511,323)</u>

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 28.05.19 and were signed on its behalf by:


.....
A Carolan - Director

Active4Today Limited

Notes to the Financial Statements
for the Year Ended 31 March 2019

1. **STATUTORY INFORMATION**

Active4Today Limited is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. **ACCOUNTING POLICIES**

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The company has a defined benefit pension scheme and additional disclosures have been made within the accounts to illustrate the movement on the pension scheme and its impact on the results of the trading operations.

Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Stocks and work in progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Costs includes all direct costs and an appropriate proportion of fixed and variable overheads.

Taxation

Taxation expense represents the amount of tax currently payable. The company pays tax on its investment income only.

Management fee

Management fees are recognised in the Income and Expenditure account in an appropriate manner that matches them with the expenditure towards which they are intended to contribute.

Fees for the immediate financial support to cover costs already incurred are recognised immediately in the Income and Expenditure account. Fees towards general activities of the entity over a specific period are recognised in the Income and Expenditure account over that period.

Fees towards fixed assets are recognised over the expected useful lives of the related assets and are treated as deferred income and released to the Income and Expenditure account over the useful life of the asset concerned.

All fees in the Income and Expenditure account are recognised when all conditions for the receipt have been complied with.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 59 (2018 - 59).

4. **IRRECOVERABLE VAT**

	2019	2018 as restated
	£	£
Irrecoverable VAT	<u>(157,653)</u>	<u>(173,681)</u>

Active4Today Limited

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

5. **PRIOR YEAR ADJUSTMENT**

The 2018 amounts have been restated to show the pension scheme actuarial gain through the statement of other comprehensive income and costs relating to the pension scheme through the income statement. The overall reserves remain unchanged as a result of this adjustment with the balance sheet continuing to show a net liability after including the pension scheme deficit of £2,511,323 as at 31 March 2018.

6. **STOCKS**

	2019	2018 as restated
	£	£
Stocks	<u>3,565</u>	<u>3,035</u>

7. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019	2018 as restated
	£	£
Amounts owed by NSDC	560,450	665,950
Other debtors	88,803	20,839
Prepayments and accrued income	<u>8,183</u>	<u>8,951</u>
	<u>657,436</u>	<u>695,740</u>

8. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019	2018 as restated
	£	£
Tax	811	384
Other creditors	318,000	386,428
Commitments in year	21,000	5,256
Accruals and deferred income	<u>6,000</u>	<u>6,000</u>
	<u>345,811</u>	<u>398,068</u>

9. **FINANCIAL COMMITMENTS**

Contracts with suppliers to the value of £21,000 have been committed for equipment and services due to being delivered during 2019.

10. **RELATED PARTY DISCLOSURES**

Newark and Sherwood District Council

The company is limited by guarantee and the only shareholder is Newark and Sherwood District Council.

As at 31st March 2019, the company had a deposit of £560,450 with Newark and Sherwood District Council. The deposit earned a total of £4,267 interest during the year. Additionally, the company owed a total of £84,942 to Newark and Sherwood District Council at 31st March 2019. This liability is included in creditors. In addition, there is an outstanding invoice owed to the company from Newark and Sherwood District Council with a value of £72,732.

11. **ULTIMATE CONTROLLING PARTY**

The company's ultimate controlling party is Newark and Sherwood District Council.

Active4Today Limited

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

12. **LIMITED BY GUARANTEE**

Active4Today Limited Registered number 09477018 is a limited by guarantee company incorporated in England & Wales. The Registered Office is Newark Sports and Fitness Centre, Bowbridge Road, Newark, Nottinghamshire, NG24 4DH.

13. **RECEIPTS IN ADVANCES**

Receipts in advance of £50,409 has been accounted for and comprises of various funds for use when the resource is required and also 2019-20 receipts for facility hire collected in advance.

14. **PENSION COMMITMENTS**

The company operates a defined benefit pension scheme through Nottinghamshire County Council. At 1 June 2015, all employees engaged by the company were transferred from Newark and Sherwood District Council to the company.

During 2016/17 an actuarial pension evaluation took place on the Company's pension fund.

The actuarial pension evaluation is a tri-year exercise and in the Autumn of 2019 the re-valuation of the fund will again be carried out. The findings of this exercise will be reported to the company during the spring of 2020 and the new figures will inform budgets and pension reserves for the next 3 financial years (2020-21 to 2022-23 inclusive).

Barnett Waddingham have provided valuations of the fund and it's net liability as at 31st March 2019 is £2,927,000. This is a net increase in the liability from the previous year of £38,000.

	Active4Today Ltd.		
	Trading Income and Expenditure Account		
	For the year ended 31st March 2019		
	2019	2018	2018 restated
Turnover			
Activo	£1,803,712.18	£1,795,869.26	£1,795,869.26
Xperience	£636,686.17	£635,526.67	£635,526.67
Wetside	£211,752.61	£206,263.69	£206,263.69
Dryside	£195,726.47	£176,128.62	£176,128.62
Other Income	£25,126.70	£23,107.39	£23,107.39
	£2,873,004.13	£2,836,895.63	£2,836,895.63
Administrative Expenses			
Staff Costs	£1,822,197.37	£1,809,782.00	£1,809,782.00
IAS19 pension adjustment	£209,000.00	£0.00	£227,000.00
Contractual Services	£95,614.36	£89,115.76	£89,115.76
Freelance Instructors	£102,215.90	£99,716.08	£99,716.08
Travel and subsistence	£136.00	£398.00	£398.00
NSDC Support Charges	£180,836.49	£175,665.94	£175,665.94
Light and Heat	£199,218.67	£196,203.87	£196,203.87
Water rates	£18,005.38	£33,155.36	£33,155.36
cleaning	£12,237.36	£11,224.25	£11,224.25
Hire of facilities	£16,056.91	£17,580.73	£17,580.73
Pool Chemicals	£7,134.75	£7,004.09	£7,004.09
Clothing and Uniform	£10,554.37	£13,044.43	£13,044.43
Commitments	£-15,553.48	£-116,430.34	£-116,430.34
Repairs, renewals and maintenance	£239,987.21	£123,093.98	£123,093.98
Insurance	£48,211.46	£45,299.47	£45,299.47
Equipment and badges	£78,344.30	£146,073.00	£146,073.00
Printing postage and stationery	£68,069.58	£32,429.35	£32,429.35
Parish Councils and Voluntary Bodies	£6,831.47	£10,380.42	£10,380.42
Advertising and marketing costs	£0.00	£35,227.00	£35,227.00
Telecommunications	£3,557.31	£2,949.97	£2,949.97
Audit Fees	£6,500.00	£8,000.00	£8,000.00
Accountancy Fees	£3,500.00	£4,400.00	£4,400.00
Professional Fees	£12,102.00	£16,829.00	£16,829.00
Licences	£15,105.29	£17,766.66	£17,766.66
Bank charges	£8,447.19	£8,120.85	£8,120.85
Sundry expenses	£7,825.94	£22,378.00	£22,378.00
IAS19 pension adjustment	£74,000.00	£0.00	£76,000.00
	£3,230,135.83	£2,809,406.87	£3,112,407.87
Other Operating Income			
Management Fee Sports Development	£121,220.00	£117,417.00	£117,417.00
Management Fee Southwell LC	£95,850.00	£94,680.00	£94,680.00
External Funding Sports Development	£8,745.00	£82,040.13	£82,040.13
Repayment of R&R draw down	£0.00	£27,580.17	£27,580.17
Vending Commission	£0.00	£3,186.97	£3,186.97
Equipment Sales	£6,676.43	£-1,798.56	£-1,798.56
Other Income	£18,290.91	£0.00	£0.00
	£250,782.34	£323,105.71	£323,105.71
Operating Surplus/Deficit	-£106,349.36	£350,595.47	£47,593.47
Interest from investments	£4,266.51	£2,022.00	£2,022.00
Irrecoverable VAT	£157,653.30	£173,681.00	£173,681.00
Deficit before Tax	£-259,736.15	£178,936.47	£-124,065.53
Corporation Tax on interest	£810.64	£384.00	£384.00
Surplus/Deficit (-) after taxation	-£260,546.79	£178,552.47	-£124,447.53

Active4Today Performance Indicators (incl SLCT) 01 April 17 - 31 March 18 Compared to 01 April 18 - 31 March 19	ACTIVE4TODAY ONLY			SLCT ONLY			TOTAL			Total Commentary
	Mar-18	Mar-19	Growth (+) Decline (-)	Mar-18	Mar-19	Growth (+) Decline (-)	Mar-18	Mar-19	Growth (+) Decline (-)	
No. of User Visits	1,028,623	900,767	-12.43%	344,121	288,864	-16.06%	1,372,744	1,189,631	-13.34%	As previously reported, usage figures have seen a regular monthly decline due to the ICT challenges experienced however it is anticipated this will now stabilise due to the server migration and ICT infrastructure investment made by A4T and SLCT.
No. of Leisure Centre user visits (Card Holders) - Female	284,177	281,655	-0.89%	121,491	111,744	-8.02%	405,668	393,399	-3.02%	A very slight decrease across all sites has been experienced in the year however this would correlate with the reduction in usage, certainly at SLCT.
No. of Leisure Centre user visits - Aged Over 60	88,542	79,311	-10.43%	36,618	42,394	+15.77%	125,160	121,705	-2.76%	As previously reported, usage figures have seen a regular monthly decline due to the ICT challenges experienced however it is anticipated this will now stabilise due to the server migration and ICT infrastructure investment made by A4T and SLCT.
No. of Leisure Centre user visits - Children (under 16)	193,312	276,596	+43.08%	101,602	102,339	+0.73%	294,914	378,935	+28.49%	Despite the membership decreasing for under 16's as detailed below, there has been an increase in capacity for children's course places, specifically at NSFC and the number of members are now participating at higher levels ie, more than once per week, which will establish lifelong participation habits and improve health and well being of these children in the long term. In addition, there is a higher proportion of pay and play visitors from this age group than previously experienced. Swimming is extremely popular alongside the holiday activities.
Live Leisure Centre Membership base (adults)	6,276	6,456	+2.87%	2,253	2,358	+4.66%	8,529	8,814	+3.34%	Adult membership has experienced growth of 3.34% across all sites due to a number of promotions, guest passes and community engagement.
Live Leisure Centre Membership base (children)	2,787	2,509	-9.97%	1,349	1,339	-0.74%	4,136	3,848	-6.96%	As detailed in the accompanying report, the decrease of junior memberships is due to the ending of the service level agreement at Wellow House School, therefore this has seen a decrease of 257 junior members. A very slight decrease has also been seen at SLCT.
No. of Leisure Centre user visits - Deprived areas	Figures not available split per company						35,142	37,594	+6.98%	The development of activities in outreach areas and then signposting to mainstream activities in the centres has helped this indicator to increase. This work will continue in addition to the criteria of concessionary memberships being extended and pay and play activities offered at a reduced rate for Active Card holders.
No. of individuals referred to Active4Today from a health professional - Attended Session	269	395	+46.84%	35	64	+82.86%	304	459	+50.99%	The number of referrals has increased significantly due to the work undertaken by the sports development team and the new partnerships established with a wider group of health professionals and partner agencies.
No. of user visits on Sports Development programmes in deprived areas	Figures not available split per company						4,376	0	-100.00%	This indicator is no longer reported and all activities delivered by the sports development team are reported in appendix III.

Summary of the annual Sports Development operations and delivery between 1 April 2018 and 31 March 2019

Sports Awards

Active4Today Sports Development ran the annual District Sports Awards for the 13th year during 2018 on behalf of the District Council and in partnership with Radio Newark. With over 40 nominations, the winners were selected by a panel consisting of a wide variety of councillors, teachers, coaches and journalists.

The awards were presented during the first week in December at Southwell Leisure Centre, Newark Flowserve Sports Club and Newark Rugby Club and broadcasted live on Radio Newark, with the Chairman of Newark & Sherwood District Council, Councillor Walker supported by Councillors Jackson and Mison in attendance to award the prizes and certificates.

Sports Forums

The Newark & Sherwood Sports Council has gained momentum throughout the year and now has almost 15 clubs represented. Equally the Southwell Sports Forum has met a number of times in the year, with guest speakers invited to talk to the groups about funding, local events and publicity and promotions.

This has been extremely well received by all the volunteer clubs and has developed a greater knowledge of understanding for attendees and improved their club profiles, in the area.

Sports Grant Aid Scheme

The sports development team has administered the sports grants on behalf of the District Council. There are three funds available, talented individuals, coach and official development and special events and projects.

There are four panels per year and in 2018/2019, there were 42 applications received; 31 coach education and development, 5 talented individuals and 6 special events and projects.

The value of all coach education and development awards was £2,382.50. These awards are contributions towards the cost of a qualification for a volunteer, to lead activities in community settings, enabling sport to take place on a weekly basis. This could be a qualification to become a referee, umpire or coach.

The special events and project awards totalled £5,164.99 and was awarded to Newark Town Football Club, Caythorpe Cricket Club, Newark R&M Cricket Club, Collingham Tennis Club, Clipstone & Bilsthorpe Cricket Club and Collingham Crawl and Canter.

The talented individuals that are resident in the district and were successful in receiving support, were all provided with a 12 month free pass to use the leisure centre facilities operated by A4T and SLCT. This supports their specialist sport training, with help and advice available from the fitness teams and personal trainers.

Inclusion

In partnership with Nottinghamshire Football Association (NFA), April 2018 saw the delivery of Nottinghamshire's first ever Level 1 Course, designed specifically for coaches with a disability. Four of the coaches were from Newark. Since completing the course, the coaches have been supported to ensure they have an opportunity to coach in an appropriate setting. The coaches have been coaching with Newark Town and during July, had their first experience of coaching at the 'Girls Centre of Development'. The coaches have all signed up to the VISPA scheme and support has continued throughout the process. Two of the coaches who volunteer at NSFC and have already achieved the VISPA 'Silver Award'.

During October 2018, A4T took part in the launch of the CAPS project in Ollerton. This is a national initiative designed to curb underage drinking and anti-social behaviour. The initiative works with local retailers and other relevant partners, to ensure that the 'Challenge 25' is enforced; in addition the project aims to raise awareness of drink related illness and provide diversionary activities, to support those affected. A4T staff have played a key role in the schemes success and were recognized when the project won the 'Project or Innovation of the Year' award by Active Notts., during February 2019.

Support for the Dukeries Academy 'Success Centre' was given throughout the school year. In partnership with Everyone Health, sessions were delivered and focussed on physical activity and the importance of nutrition to support physical activity. On completion of the project, these 'hard to reach' students, many with behavioural issues, will be given an AQA Unit Award certificate in Sport and Physical Activity and also a certificate from Everyone Health, to recognise their successful completion of the course.

Due to changes at Newark Flowserve Football Club during autumn 2018, A4T played an active part in ensuring that the players from the Flowserve Diamonds disability team, continued to have an opportunity to play football. Working alongside Nottinghamshire FA and Newark Town, the team was transferred and the players are now playing and training regularly as part of Newark Town Football Club. Since the move the team has managed to attract two new coaches and new players and in December 2018, played in their first ever Football Festival in Nottingham.

During November 2018, the first ever 'Female Disability Football Festival' was held at NSFC. This event was aimed at girls and ladies of any age, with additional learning, physical and social needs. This was supported in its delivery, by the Nottinghamshire FA, Nottingham Forest Community Trust and Notts. County Football in the Community. The festival was a great success and was enjoyed by everyone who attended; as a result of the success of the tournament, this has now become a regular monthly session.

The 'Walking Sports' across the district has continued to grow. Alongside the more traditional Walking Football sessions; NSFC now hosts both Walking Cricket and Walking Netball, with the netball sessions soon to be extended to Dukeries Leisure Centre. Working in partnership with National Governing Bodies (NGB's), these sessions have been well attended and offer participants the chance to enjoy these popular sports and a gentler pace.

Falls Prevention

Working in partnership with Everyone Health and Nottinghamshire County Council Public Health, the sports development team have developed a series of classes for older people in the leisure centres and community settings throughout the year. This has built on the existing pathway, increasing the number of opportunities for people to take part in classes led by specialist instructors. This has also embedded a referral system, operating across the county, with a single point of entry.

GP Referrals

The number of GP referrals received throughout the year has been excellent and the range and number of health professionals is increasing. There were 459 referrals received across the four sites. There have subsequently been 250 people throughout the year, that have joined the subsidised membership scheme, where they have received support from the Level 3 and Level 4 specialist instructors in the centres.

Additional Projects with Partners

A junior Parkrun in Newark began in May 2018, with financial and hands on support being provided by A4T's and their sports development team. This is completely free for young people to take part in and is held every Sunday morning at 09:00. It has been hugely successful for the Newark area, which is organised solely by volunteers. There are regularly 100 children aged between 4 to 14 years taking part, alongside a number of parents and carers joining in to support the event. The short 2km course at Sconce Park Newark, has also been supported by the Parks staff from NSDC.

The team have been working with a team of volunteers to develop a junior Parkrun in the Ollerton area and with local advice have identified the school field at Dukeries Academy for the weekly event. This has once again been financially supported by A4T, whose finance has been used to cover the Parkrun licence fees and ongoing support. This event will begin during the summer of 2019.

ACTIVE4TODAY PROPOSED PERFORMANCE INDICATORS 2019-20 REPORTED TO LEISURE & ENVIRONMENT COMMITTEE

Pentana Code	Title	Future 12 PI's for L&E
HCC_KI018	No. of User Visits - TOTAL	Yes
A4T_DI001	No. of Leisure Centre user visits - Children (under 16) - TOTAL	Yes
A4T_DI002	No. of Leisure Centre user visits - Aged Over 60 - TOTAL	Yes
A4T_DI003	No. of Leisure Centre user visits - Deprived areas - Total users	Yes
A4T_DI004	No. of individuals referred to Active4Today from a health professional - Total	Yes
A4T_DI005	No. of individuals referred to Active4Today from a health professional - Attended Session - TOTAL	Yes
A4T_DI006	No. of Community Groups supported by Sports Development	Yes
A4T_DI007	No. of user visits on Sports Development programmes in deprived areas	Yes
A4T_DI008	Live Leisure Centre Membership base (adults) - Total	Yes
A4T_DI009	Live Leisure Centre Membership base (children) - Total	Yes
A4T_DI015	% Customer Satisfaction - TOTAL	Yes
A4T_DI015	Number of people on concessionary membership	Yes

LEISURE & ENVIRONMENT COMMITTEE

25 JUNE 2019

PROPOSED CHANGES TO LEASE ARRANGEMENTS OF THE COUNCIL'S LEISURE CENTRES WITH ACTIVE4TODAY

1.0 Purpose of Report

- 1.1 To seek Member approval to grant permission to Active4Today (A4T), as per the terms and conditions of the current lease, to build an extension on Blidworth Leisure Centre to accommodate a steam and sauna facility.

2.0 Background Information

- 2.1 A4T is proposing a small extension to the Blidworth Leisure Centre to accommodate a steam and sauna facility. The proposal will improve the local offer for centre users and will be funded from a combination of A4T reserves and Section 106 monies secured from a housing development scheme (AG1040) for the improvement of leisure facilities in Blidworth. Currently the cost envelope for the proposed work is estimated to be £75,000 and £30,973.15 Section 106 has been committed and allocated to the project proposal.
- 2.2 However, the current lease does not make provision for A4T as tenant to extend the existing buildings therefore approval is sought to enable this investment in the centre and local offer to users to proceed. The business case for the proposal is outlined in the A4T report attached (Appendix A).

3.0 Proposal

- 3.1 That Leisure & Environment Committee recommends to Policy & Finance Committee that permission be granted to Active4Today (A4T), as per the terms and conditions of the current lease, to build an extension on Blidworth Leisure Centre to accommodate a steam and sauna facility.
- 3.2 That the Capital Programme includes a budget of £30,980 to make the transfer of Section 106 monies to A4T towards the work.

4.0 Equalities Implications

- 4.1 There are no equality implications in respect of the various protected characteristic groups in connection with this proposal. If approvals are secured as requested the leisure facilities provision will be enhanced for the benefit of the whole community. A4T offers leisure opportunities, on behalf of the District Council, to the whole community and it is anticipated that the investment in a sauna and steam facility will improve the existing leisure offer.

5.0 Impact on Budget/Policy Framework

- 5.1 A4T will be responsible for the ongoing operational costs of the new sauna and steam facility and this will be factored into the annual business case that is presented to Leisure and Environment for approval each year.

6.0 Comments of Business Manager – Financial Services (FIN19-20/2819)

6.1 The Section 106 money referred to in paragraph 2.1 has been received, therefore available to be committed subject to approval of this report.

7.0 RECOMMENDATIONS:

That the Leisure & Environment Committee recommend to Policy & Finance that:

- (a) Active4Today be granted permission to extend Blidworth Leisure Centre for the purposes of a steam and sauna facility; and**
- (b) appropriate budget provision be made in the Council's Capital Programme, financed from the relevant Section 106 monies.**

Reason for Recommendations

To enable Active4Today to deliver a steam and sauna facility at Blidworth Leisure Centre which will enhance the service offer to the community.

Background Papers

Active4Today Proposal Report

For further information please contact Andy Hardy, Senior Health & Community Relations Officer, on 01636 655708.

**Matthew Finch
Director – Communities & Environment**

**LEISURE & ENVIRONMENT COMMITTEE
MANAGEMENT REPORT
25 JUNE 2019**

STEAM AND SAUNA FACILITY PROPOSAL BLIDWORTH LEISURE CENTRE

1. REPORT PURPOSE

- 1.1 To seek approval from Newark & Sherwood District Council, for the development and installation of a steam and sauna facility, at the Blidworth Leisure Centre.

2. BACKGROUND STEAM AND SAUNA PROPOSAL

- 2.1 Blidworth Leisure Centre opened during January 2009, after a refurbishment of the existing community centre on the site, by the District Council. This followed the Council's departure from Rainworth Leisure Centre, which was owned by Nottinghamshire County Council and operated by the District Council through a joint use agreement.
- 2.2 Blidworth Leisure Centre is the smallest site operated by A4T and as a consequence, has the smallest offer for the customers. The offer is ostensibly limited to a fitness suite and classes within the facility. However, customers who have an 'Activo' membership are able to use the other facilities of Newark, Southwell and Dukeries Leisure Centres, which does provide a greater offer of activities, for customers.
- 2.3 Whilst this is the case, the local offer is what initially attracts customers to the facility. It is the key factor when customers are assessing 'value for money' and comparing this to other offers within the area and which fit in with their circumstances. Through experience, customers in general, choose facilities initially based on location and value for money and once in the facility, it is the customer experience and continued value for money, which is the reason a customer will usually continue to stay with a facility/brand.
- 2.4 As a result of the relatively small membership base at the site, customer service at Blidworth is excellent, and customers receive 1-2-1 time by the dedicated and knowledgeable fitness team. This is reflected in the customer satisfaction feedback from members. From the automated customer surveys on our retention software system TRP (The Retention People), Blidworth is currently operating at 82% of satisfaction, compared to a national average of 52 (on 28th May 2019 due to scores changing daily). In addition, Blidworth has received a 'Platinum Medal Award' from TRP, for its continued high performance in customer satisfaction; this is a fantastic achievement for the staff at the site and for A4T in general.

3. CURRENT PERFORMANCE STEAM AND SAUNA PROPOSAL

- 3.1 The facility is open from 06:30 – 21:30 Monday to Thursday, 06:30 – 20:30 on Fridays and 08:00 – 18:00 Saturday and Sunday. The facility offers over 50 classes which include activities such as cycling, HiiTs, yoga, Pilates, boxing and kettlebells, which cover the offer of high intensity workouts, low intensity workouts and well-being for customers. In addition to this offer, the facility provides GP referrals and rehabilitation classes for recovering stroke and heart patients.

- 3.2 Although as stated above, Blidworth Leisure Centre has excellent customer satisfaction rates for customer services, feedback from customers state that Blidworth would benefit from increased activities and services, which would assist with increasing the current membership base, provide greater value for money at the site and retain existing members. Feedback from members identify a 'health suite' (sauna/steam) as a possible realistic option.
- 3.3 During 2017, as part of a development on Belle Vue Lane in Blidworth, Newark and Sherwood Homes and the District Council identified Blidworth Leisure Centre as the recipient of the 106 contribution. In 2019, confirmation from the Council was provided that there is £35,973.75 deposited with the Council awaiting drawn down by Active4Today, to support additional development or activity at the facility. However, from this amount, a £5,000 contribution has been identified to support the Blidworth Parish Council, with its plans to develop additional office space on the site; currently the Parish Council relies on hiring this from various organisations in the village. To date the Parish Council plans are in their infancy, however, discussions are taking place with Newark and Sherwood District Council (NSDC) regarding leases and location.
- 3.4 In view of the above, the remaining 106 finance is £30,973.75; however, in the event the plans for the Parish Council do not come to fruition, their contribution of £5,000 would be passed on to the leisure centre. As Members will be aware, Blidworth Leisure Centre is owned by NSDC, with a lease to A4T as the operator.

4. PROPOSAL STEAM AND SAUNA PROPOSAL

- 4.1 As a result of the above information, A4T are proposing to introduce a sauna and steam room to the Blidworth Leisure Centre, which would hopefully enhance the current offer to members and attract new customers to the facility. It is proposed that this facility would include a 6/8 person sauna and an 8 person steam room. The facility would be attached to the existing building and joined through the current changing rooms to extend the 'wetside' provision. In addition this would keep costs as low as possible, as drainage and water exist in this area.
- 4.2 To date the project has not been subject to detailed financial modelling; however, work has been undertaken by the Council's Asset Management team, who have provided 'ball park' estimate for a development, within a range between £70K and £75K. This includes planning, development, obtaining quotes, managing the project and the delivery of the scheme to opening. At this stage and subject to planning, it is expected that the scheme has a build time of approximately 12 weeks and it is hoped the proposed new development could be open by November 2019 (subject to the necessary approvals).
- 4.3 In the event the scheme can be delivered within the financial cost envelope set out above, it would leave a balance to be found after the 106 contribution (circa £31K), of between £39K and £44K. The Board of A4T have agreed to meet this differentiation between the 106 finance and the cost of the scheme, through the existing A4T's reserves.
- 4.4 Attached at appendices I – IV are various visuals which have been provided by the Council's Asset Management business team and comprise of; the existing building, a visual of the proposed extension to house the new development, a plan of the existing building showing the relationship between the proposed new development set against the whole site and a plan showing the layout of the proposed new development, adjacent to the current changing rooms.

- 4.5 It is proposed that the facility would be provided to Activo members and fitness suite pay and play customers only, who are over 16 (in line with the current regulations used by A4T). This approach would add additional value for money to the membership package and in turn allow for other members to use the facility, who may use our A4T sites, including Southwell Leisure Centre.
- 4.6 It is proposed that the Members of Newark and Sherwood District Council approve the installation of a sauna and steam facility, at the Blidworth Leisure Centre and subject to the costs being within the cost envelope set out above, Active4Today commence with the development of this project, in partnership with the Council's Asset Management team. It is proposed that once this facility is developed, this will form part of the existing operating agreement between the Company and the council.

5. EQUALITY & DIVERSITY IMPLICATIONS

- 5.1 In the event this proposal is approved, the facility can be used by all members across the A4T leisure centres and members of the Southwell Leisure Centre Trust. This would increase opportunities for members over the age of 16 and in addition be an additional resource for health and wellbeing within the group. All information will continue to be available in a number of formats in line with Active4Today's access requirements and those set out in the equalities and diversity policy.

For further information please contact Andy Carolan – Managing Director via email on andy.carolan@active4today.co.uk or via telephone by calling ext. 5704

LEISURE & ENVIRONMENT COMMITTEE

25 JUNE 2019

UPDATE ON THE BETTER CARE FUND

1.0 Purpose of the Report

- 1.1 To update Members on the schemes that have been delivered from funding from the district's allocation of the Better Care Fund.

2.0 Background

- 2.1 A specific element of the Better Care fund is allocated for the statutory delivery of Disabled Facilities Grants across the district. In circumstances where the DFG allocation is in excess of that required to meet the demand for DFGs the local authority is empowered to use the remaining allocation for 'wider social care capital projects'.

3.0 Governance Arrangements for the BCF

- 3.1 The Better Care Fund Programme Board is chaired by the County Council and has the responsibility for the operational governance of the Better Care Fund. The Terms of reference of the Board are:

The purpose of the Better Care Fund (BCF) Programme Board is to provide system leadership to ensure delivery of the BCF plan to improve outcomes for the people of Nottinghamshire. The Programme Board reports to the Health and Wellbeing Board, with the main focus being upon delivery assurance and proactive performance management of the agreed County-wide plan. The Programme Board will also be instrumental in creating the evidence base and sharing best practice for successful integration leading to best possible outcomes for the population of Nottinghamshire within available resources.

- 3.2 All the district and boroughs are now represented on the Board. Each year the spending plans for the new financial years are agreed by the Board and are then recommended for approval by the Health and Wellbeing Board.
- 3.3 It should be noted that the BCF Programme Board does not only oversee the DFG element of the Better Care Fund but is responsible for the larger BCF allocation that is used for primary secondary and social care provision.
- 3.4 The funding allocated to each local authority is based on a complex formula taking into account various indices of need, disability, health care and population demographics. The allocations vary across the county and it is not always obvious how the allocations reflect the general makeup of the local populations.

4.0 Delivery of Local Schemes in 2018/19

- 4.1 The pooling of the previous DFG element and the social care elements that have now been passed to second tier authorities has allowed significantly increased the overall budget available. The increased allocations have allowed for the development of new schemes.

The initial total allocation for 2018/19 was £946,838. In December 2018 the Government made some additional funding available and the Council was able to secure a further £106,844 towards the delivery of its mandatory improvement DFG programme.

4.2 Mandatory Disabled Facilities Grants

The majority of the spend from the BCF allocation goes on the delivery of the mandatory Disabled Facilities Grant programme. In 2018/19 this accounted for a spend of £785,263.45 covering 90 schemes across the district. These can range from simple stair lifts to large extensions to provide ground floor facilities for severely disabled adults or children. The Council benefited from an additional allocation of £106,000 in December that enabled it to proceed with grant schemes that may have been delayed into the new financial year but also approve schemes in preparation for the contractors being available to start work.

4.3 Discretionary DFGs

The mandatory DFG regime only allows work that is reasonable and appropriate to meet the client's needs to be grant funded. This can often result in adaptations being carried out to a property that is defective in other areas, such as poor insulation or in serious disrepair. This can result in a client having the adaptation completed to allow them to stay in their own home but in a home that in other ways does not meet their needs. Many DFG clients have limited mobility and therefore a cold damp house has a proportionally adverse impact on their health and wellbeing than a more able bodied mobile occupant. An Essential Works Grant in support of DFG clients is used to ensure that where a DFG is awarded the overall condition of the property is suitable for occupation by that client.

4.4 Handy Person Adaptations Schemes

The Handy Person Adaptation Service (HPAS) aims to provide the help and support people need to keep safe and secure in their home with low cost but high quality essential adaptations and small practical jobs.

4.5 The Service is available to Nottinghamshire residents aged 60 or over, or with a disability, and all work is carried out by professional traders who have been approved by NCC's Trading Standards officers. The jobs undertaken reduce the risk of falls or help vulnerable residents remain living independently and range from fitting hand rails and half steps to changing light bulbs, fitting door locks and putting up shelves and can include key safes if referred by a health professional. Often very small jobs such as fixing loose carpets or installing a hand rail can prevent a fall and avoid a lot of unnecessary distress as well as high costs to health and social care services.

4.6 The budget for this service is passed directly to the county council as they are responsible for delivering this service. The allocation is calculated as % split across all the districts and boroughs.

4.7 The delivery of the Handy person scheme has recently been subject to a procurement exercise. Newark and Sherwood Homes have been successful in obtaining the contract to deliver the installations, repairs and adaptations in both Bassetlaw and Newark and Sherwood.

4.8 Warm Homes on Prescription

This scheme has now been operating for a number of years and its client base continues to grow.

- 4.9 GP Practices and Integrated Care Teams have been identified in each district/borough council and are contacting 'high risk' patients with long term conditions made worse by cold living conditions, particularly COPD and other respiratory diseases and those at risk of heart attack, stroke and falls.
- 4.10 Home visits are being undertaken to assess the energy efficiency of the home and whether the patient can afford to keep the house at a healthy temperature. A range of actions are then taken to achieve affordable warmth on behalf of the householder, including commissioning heating and insulation works and income maximisation (benefits checks and fuel switching) which will allow the resident to remain independent in their own homes.
- 4.11 **Assisted Technology**
The Council has operated a private sector lifeline facility for a number of years, managed by Newark & Sherwood Homes. This is where an assistive technology service (mainly provision of lifeline units) is offered to residents across the District outside of the HRA. This is an expanding service and each resident is charged for rental and monitoring, generating an income to both the HRA (NSH) and the GF.
- 4.12 The out turn for the schemes set out above in 2018/19 were as shown below. All underspends are carried forward to support schemes in future years.

Scheme	Budget	Spend	Carry forward
Mandatory DFGs	812,072	765,385	46,687
Discretionary DFGs	148,790	67,665	81,125
Assistive Technology	77,889	77,889	Nil
HPAS	61,364	61,364	Nil
Warm Homes on Prescription	173,852	99,852	74,000
Life time Homes	88,947	88,947	Nil

5.0 Schemes for Future Years

- 5.1 An increase in spend on mandatory DFGs and the ongoing to commitment schemes such as the Warm Homes on Prescription does limit the opportunity to start to develop new schemes, particularly as there is no indication of any allocation figure for 2019-20. It has taken some considerable effort to build interest and engage the public to take up the grant available from some of the schemes so it is important that funding remains in place to support them. However, with the increased allocation for 2019/20 there are some opportunities to develop new schemes.
- 5.2 Indicative costing for delivering the core programme of schemes is set out below. It can be seen that there is currently an unallocated amount of around £97,000 however the final cost of the HPAS scheme for 2019/20 has yet to be agreed.
- 5.3 The use of the discretionary DFG allocation has been slow in the previous two years however, this is already showing signs of an increased uptake and it is anticipated that this will achieve a full spend in the current year.

5.4 Officers are currently investigating the use of temporary accommodation that has been adapted for use by patients requiring hospital discharge but that are currently awaiting adaptations to their own home. This scheme is in its early stages of development and has proved successful in other areas across the county. The unallocated funds would be used to support this scheme.

6.0 Financial Implications

6.1 The Allocation from central government for 2019/20 is £ £1,021,695

6.2 The table below shows the indicative costings for each of the programmes

Scheme	Carry forward from 2018/19	2019/20 allocation	Total Budgets for Scheme
Mandatory DFGs	46,687	700,000	746,687
Discretionary DFGs	81,125	18,875	£100,000
Assistive Technology	Nil	50,000	50,000
HPAS	Nil	66,592 (TBC)	66,592
Worm Homes on Prescription	74,000	50,000	124,000
Independent Living		39,315	39,315
TOTAL		923,190	1,126,594
Unallocated		96,913	
			£1,223,507

7.0 RECOMMENDATIONS that:

- (a) Members note the schemes that are funded for 2019/20 ; and
- (b) a new scheme to develop temporary adapted accommodation be supported.

Reasons for Recommendations

To provide information for members on the Better Care Fund and to indicate the schemes that are being supported.

Background Papers

Nil

For further information please contact Alan Batty -Business Manager – Public Protection on 01636 655467.

Matthew Finch
Director – Communities & Environment

LEISURE & ENVIRONMENT COMMITTEE

25 JUNE 2019

THE CLEANER, SAFER, GREENER CAMPAIGN

1.0 Purpose of Report

1.1 To update Members on:

- a) The achievements from the successful Cleaner, Safer, Greener campaign which ran from July 2018 to March 2019; and
- b) The plan for embedding the work of the Cleaner, Safer, Greener Campaign into the everyday work of the Council.

2.0 Background Information

2.1 In July 2018 Newark & Sherwood District Council pledged to make the district a cleaner, safer and greener place. We promised to work in partnership with others to encourage, and enable, our residents to take a greater role in determining the quality of life in their local communities and enhance civic pride. The campaign focused on making the district a cleaner, safer and greener place for residents. Working to ensure that our residents live and work in a district they can be proud of. The campaign was delivered by a cross-council project team who worked in partnership with other organisations and the community to deliver the campaign's actions.

3.0 Successes of the Campaign

3.1 Over the nine months of the campaign Newark & Sherwood District Council has:

- Undertaken three successful days of action in the Yorke Drive and Winthorpe Road area of Newark, the Quadrangle area of Blidworth and Hawtonville area of Newark,
- Over the three days of action 39.25 tonnes of litter, street sweeping and bulky waste were removed alongside 4.5 tonnes of green waste,
- Recruited and trained two new Community Protection Officers who patrol the streets with the power to impose fixed penalty notices for environmental crimes,
- Planned for the recruitment of two further Community Protection Officers,
- Sent a *Cleaner, Safer, Greener* pack to every Parish and Town Council in the district encouraging them to get involved with the campaign and gathering information on the C,S,G issues affecting the district as a whole,
- Added new or upgraded 24 bins as part of the days of action,
- Rolled out the trial of dual waste-recycling bins in Southwell,
- Sent recycling information to every household in the district to improve resident understanding of household recycling provision,
- Launched the successful PAWS campaign encouraging responsible dog ownership, including running education sessions in schools and installing new dog fouling signage across the district,
- Run a successful night of action in Newark in collaboration with Nottinghamshire Police and police drug dog Jasper,
- Given several cigarette bins to local businesses to help tackle littering,
- Planted over 250 shrubs and trees as part of the days of action,

- Developed the 'Green Champion' resource pack to encourage and support community litter picking,
- Achieved the Park Mark Safer Parking Award and Disabled Parking Accreditation in all Newark and Sherwood District Council car parks,
- Increased the profile of behavioural enforcement actions in the district by increasing the publicising of Criminal Behaviour Orders,
- A 1,400% increase in the number of FPNs given (1 FPN was served between July 2017 and March 2018 and 15 were served between July 2018 and March 2019),
- A 336% increase in the number of community protection enforcement actions (CPWs, CPNs, FPNs).¹ 11 actions were taken between July 2017 and March 2018 and 48 actions were taken between July 2018 and March 2019.
- Launched the Balderton Safer Partnership action plan,
- Four NSDC parks received the Green Flag Award in recognition of their value as well managed green spaces,
- Worked with the community, local schools and youth groups to paint a mural in Hatchett's underpass and graffiti art at Hawtonville teen hangout using art and community engagement to tackle graffiti; and,
- Built a strong brand that is well respected across the district.

The campaign's Council wide focus on the front line issues that impact residents every day was a great success. It re-energised and refocused the Council on the streets and green spaces across the district and enabled the Council to develop their relationships with local communities and work with these communities to make these spaces even better. The campaign also helped Council teams build stronger connections across the organisation and with external partners.

- 3.2 To deliver the campaign the Council worked with a range of partners to deliver activities, embed community engagement, improve communications and undertake three successful days of action. Throughout the campaign the Council have worked in partnership with:
- Nottinghamshire County Council,
 - Newark and Sherwood Homes,
 - Ideverde,
 - Nottinghamshire Police,
 - Nottinghamshire Fire and Rescue,
 - Via East Midlands,
 - Veolia,
 - Fernwood Foxes Football Club,
 - McDonald's and KFC,
 - Newark Striders,
 - Sherwood Forest Trust,
 - The Balderton Safer Partnership,
 - Parish and Town Councils,
 - Reach,
 - Change Grow Live,
 - The Probation Service,
 - Active for Today,

¹ Community protection enforcement is a 3 stage process. A CPW is a warning and only if this warning is not considered the CPN is given and then the fine (the FPN).

- The Co-op,
- Dogs Trust,
- Nottingham Community Housing Association,
- Sam’s Work Place,
- Forestry Commission,
- Woodhead Group,
- William Gladstone School,
- People of Peace and other Community Groups.

3.3 A review of the performance of the campaign quantifies this success. The table below shows the campaign objectives and some of the key outputs of the campaign. The performance statistics are the results of a comparison of performance before Cleaner, Safer Greener (between July 2017 and March 2018) and during Cleaner, Safer Greener (July 2018 and March 2019).

5	
Increase the reporting of littering, dog fouling and fly-tipping	32% increase in the number of requests relating to litter and street cleaning, and a 12% increase in the number of dog fouling incidents reported.
Reduce littering, dog fouling and fly-tipping	25% decrease in the number of sites failing street and environmental cleanliness litter standards.
Increased reporting of “grot-spots” to build a grot spot map and target cleaning activities	11 targeted community action days undertaken during the campaign. ²
Reduce litter levels by supporting and encouraging community litter picks	15 community litter picks undertaken by communities, with the support of Newark and Sherwood, during the course of the campaign. A 114% increase since the undertaking of the campaign. These litter picks have been undertaken across the district including Blidworth, Newark, South Clifton, Balderton, North Muskham and Bilsthorpe.
Take an uncompromising approach to the use of Fixed Penalty Charges for environmental offences	A 50% increase in the number of FPNs given for environmental offences.
Safer	
Take an uncompromising approach to the enforcement of Anti-Social Behaviour legislation	A 336% increase in the number of community protection enforcement actions.
Increase enforcement around planning and licensing	53 planning enforcement notices issues throughout the campaign.
Develop the council’s partnerships and communication networks with key	2,099 residents signed to the Neighbourhood Alert App within the Newark and Sherwood

² A community action day is a day more directly supported by the Council, often with officer involvement, whilst community litter picks are undertaken by the community and with the support of the Council regarding equipment and the removal of waste.

organisations such as the Police and Neighbourhood Alert	district at the end of the campaign. Two new Neighbourhood Watch schemes set up during the 9 month campaign.
Strengthen and coordinate the council response to nuisance neighbour complaints	33% increase in the number of formal notices served in breaches of tenancy, including notices given as a result of nuisance neighbour complaints.
Work with the Police to promote and support the effective use of CCTV	12 proactive joint police activities throughout the campaign including joint visits, nights of action and joint actions.
Greener	
Reduce littering in parks and green spaces	2% increase in the percentage of key parks and open spaces meeting litter standards.
Reduce Anti-Social Behaviour in parks and green spaces	Launched a new scheme of referrals for park staff and trained rangers to handout FPNS in parks. 18 referrals from Parks staff to the Anti-Social Behaviour team made during the campaign.
Increase recognition of the parks and green spaces in the District	6 Green Flag and Green Pennant awarded parks in the district.
Increase the percentage of household waste sent for reuse, recycling or composting	5% increase in the percentage of household waste sent for reuse, recycling and composting with the district achieving its highest performance to date in July-September 2018 with a rate of 35.1%.

3.4 The campaign received excellent press coverage and social media engagement. **Appendix One** gives an overview of the extensive press coverage the Cleaner, Safer, Greener achieved throughout the campaign including television coverage at local and regional level.

3.5 In late March, Councils across the country received Government funding for High Street Community Clean Ups, with the aim of increasing pride in local high streets, promoting better cleanliness and opportunities for volunteering. NSDC received £21,205 and is aiming to run three events over 2019/20, starting with the Day of Action in Newark Town Centre.

4.0 Why is 'Cleaner, Safer, Greener' Important?

4.1 A clean, safe and green environment promotes wellbeing, happiness and productivity and improves the lives of residents in, and visitors to, the district.

4.2 This is not just the view of the council. Between October and December 2018 11,224 residents completed a Resident Survey. The survey offered residents the opportunity to feedback to Newark and Sherwood District Council about; their experiences as council customers and residents of Newark and Sherwood, their satisfaction with council services, and what services they think are the most important and in most need of improvement. The results of the survey reinforce the emphasis the Council is placing on the 'Cleaner, Safer, Greener' agenda.

'Cleaner'

- 58% of respondents are satisfied or very satisfied with the cleanliness of their local area. This is identical to the rating received in 2008. This is impressive considering the

last decade of austerity. However, this is still 7% lower than the national average with some wards receiving significantly lower satisfaction ratings. The lowest ward satisfaction rating being 32% and the highest 77%. Therefore, cleanliness is an area for improvement especially in certain parts of the district.

- The second largest theme in the resident comments was that the Council should address 'cleaner' issues, most notably fly tipping, littering and dog fouling.
- The fifth largest theme in the resident comments was requests for better recycling facilities, explanation of recycling and expansion of kerbside recycling.
- Residents were asked 'what is the most important service?' and they selected 'refuse collection and recycling' as fourth most important closely followed by 'keeping streets and public areas clean and tidy.'
- Similarly, 'keeping streets and public areas clean and tidy' was selected third when residents were asked 'what services are most in need of improvement'.

'Safer'

- 79% of respondents feel safe or very safe when outside in their local area during the day. This is a 10% fall since 2008 and 14% lower than the national average.
- 41% of respondents feel safe or very safe outside in their local area after dark. This is a 14% fall since 2008 and 35% lower than the national average. Once again, some wards received significantly lower feelings of safety than others. The lowest feeling of safety being 16% meaning only 16 out of 100 residents in that ward feel safe or very safe after dark whilst and highest ward rating was 64%. The 6 wards that received the lowest ratings were all town centre wards. It must be noted regarding this data that, of those who provided the information, 67% of survey respondents were over 55 years of age. This is a skew of 25% when compared to the district average, and may contribute to the perspective of the data. However, overall, these feelings mark another area for improvement and emphasise the need for a focus on safer activities.
- The seventh largest theme in the resident comments was that the Council should focus on tackling anti-social behaviour and reducing crime, including improving responsiveness to low-level crimes.
- Residents were also asked 'what is the most important service?' and they selected 'tackling anti-social behaviour and reducing crime' second. Similarly, 'tackling anti-social behaviour and reducing crime' was selected second when residents were asked 'what services are most in need of improvement'.

'Greener'

- 67% of respondents are satisfied or very satisfied with the parks and green open spaces in their local area. This marks a 1% increase in resident satisfaction since 2008.
- 90% of respondents said it was important or very important to them be able to live in a sustainable and environmentally aware way. This highlights an area than requires focus. This statistic shows that residents care about living sustainability and want to prioritise activities that enable them to do so.
- The thirteenth most mentioned theme from the resident comments was requests to improve maintenance/care of green spaces, parks, roundabouts and verges.

4.3 This emphasis on 'Cleaner, Safer, Greener' issues is supported by the feedback received by Parish and Town Councils. A Cleaner, Safer, Greener pack and questionnaire was sent to each Parish and Town Council in the district to encourage engagement with the campaign and gather information on the issues affecting the district. The questionnaires were completed between October and December 2018 and 27 responses were received. When

asked “what are the top five priorities for the development of your local community over the next five to fifteen years?” the most mentioned topics, in ascending order, were;

- 1) Develop traffic and road infrastructure, including reducing speeding and improving the condition of roads
- 2) Maintain, develop and continue to use community assets
- 3) Focus on cleaner issues such as dog fouling, fly tipping, littering and abandoned cars**
- 4) Maintain/develop parks, play areas and green spaces**
- 5) Develop community infrastructure including public transport, shops and markets
- 6) Increase police presence and reduce crime and anti-social behaviour**

4.4 These topics mirror the emphasis given by the Cleaner, Safer, Greener campaign and evidence that the work of the campaign is a priority for both Parish and Town Councils and residents. This demonstrates the importance of the work undertaken by the Council to make the district a place we are all proud of.

5.0 Embedding Cleaner, Safer, Greener

5.1 The success of the campaign and the feedback from residents evidences the value of the work of the Cleaner, Safer, Greener campaign, and as such the work of the campaign has been embedded into the ongoing work of the Council through the corporate objectives. The eleven corporate objectives for 2019-2023 were approved by full council on 8 March 2019 and three of these objectives relate to ‘Cleaner, Safer and Greener’.

- Improve the cleanliness and appearance of the local environment,
- Reduce crime and anti-social behaviour and increase feelings of safety in our communities, and
- Protect, promote and enhance the district’s natural environment.

5.2 Each objective has underpinning activities and delivering the activities under these three objectives is how the campaign will be embedded into the everyday work of the Council. As of January 2019, focused ‘Cleaner, Safer, Greener’ activities were amalgamated under the Communities and Environment Directorate. And as such, moving forward, this directorate will be working together to deliver days of action and coordinated cross reaching activities, such as the rollout of the Green Champions scheme as well as working with external partners and communities to tackle issues such as fly tipping.

5.3 Progress on the Cleaner, Safer, Greener agenda will be reported on through the corporate KPIs outlined in the Community Plan and will follow the standard process for providing assurance that activities outlined under the objectives are being undertaken.

5.4 The legacy of Cleaner, Safer, Greener will also be continued Days of Action. It has been extremely effective to do a focused day of activity in partnership with the community and external organisations. It creates momentum and enthusiasm and leaves lasting community impact. The next days of action will focus on Town Centres in association with the ‘National High Street Perfect Day’ initiative promoting the vibrancy of the district’s town centres. The next Day of Action will be in Newark Town Centre on 25 June 2019.

6.0 Equalities Implications

6.1 Equalities impact assessments were completed as appropriate for Cleaner, Safer, Greener activities and actions.

7.0 Financial Implications

7.1 There are no new resourcing issues resulting from 'Cleaner, Safer, Greener' activities at this stage. However, Members should note that the increased demand caused by the success of the campaign, and the associated increase in service requests, will need to be met and the identified target areas (see 4.2) will need to receive focused activities to tackle the issues identified. This work will require funding. Members should note that any future initiatives will be brought to Committee separately.

8.0 RECOMMENDATIONS that:

- a) the report be noted; and
- b) Members endorse the Cleaner, Safer, Greener Campaign being embedded into the work of the Council as outlined above.

Reason for Recommendation(s)

To embed the work of the Cleaner Safer Greener Campaign

Background Papers

Nil

For further information please contact Matthew Finch on Ext. 5716.

Matthew Finch
Director - Communities & Environment

Appendix Two: Overview of C,S,G Press Coverage

Cleaner, Safer and Greener campaign results

Press releases

The communications team produced multiple press releases throughout the campaign which

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The latest project supported with SMARTERDASH and Newark Community Centre. The shelter was given a colourful makeover as part of the...

100 volunteers worked with young people from the centre to design and create a new shelter in the centre with great success.

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AS PART of the work on the day and in support of the Day of Action the council...

100 volunteers worked with young people from the centre to design and create a new shelter in the centre with great success.

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100 volunteers worked with young people from the centre to design and create a new shelter in the centre with great success.

Day of action

100 of the people who took part in the community day of action at Newark's Homecraft Centre.

Volunteers make day 'a fantastic success'

A DAY of action to help create a cleaner, safer and greener Newark was held at Newark Community Centre on Monday 14th March.

The day was a fantastic success after 100 volunteers from Newark and the surrounding area took part in the community day of action.

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G-MIX CONCRETE
Local Supplier with 5 Star Customer Service

COMPANION
Caring for the very best quality dogs and cats

ROUNDBRAND
Change of language colours now available

were distributed to all local and regional media on a weekly basis.

During the campaign, more than 30 press releases were featured in the Newark Advertiser, the Southwell Advertiser and the Mansfield Chad.

Articles which were published reached an estimate of 14,000 readers in both Newark and the district.

Jobs beware: Community protection officers hired

NEW DISTRICT council community protection officers Andrew Whelan and Richard Lloyd will be the first in Newark, Newark.

The council has hired two community protection officers to help reduce the number of anti-social behaviour incidents in Newark.

The council has hired two community protection officers to help reduce the number of anti-social behaviour incidents in Newark.

Theft of sets of gates

SECURITY Police have issued a warning to Newark residents about the theft of sets of gates from their homes.

Police have received reports of several sets of gates being stolen from Newark residents.

Police have received reports of several sets of gates being stolen from Newark residents.

Crimes linked by police

DETECTIVES are investigating a series of crimes linked by police in Newark.

The crimes include the theft of a car and the theft of a mobile phone.

The crimes include the theft of a car and the theft of a mobile phone.

You can study a University Level Course at Grantham College!

Higher Apprenticeships - 3D Design - AAT Accounting - Arts Practice - Biological Science in Industry - Business - CPD Human Resource Management - Computing - Counselling - Creative Media Production - Early Childhood - Engineering - Football Scholarship - Health & Social Care - Performing Arts - Photography - TAGA - Assessor Award - Teacher Education - Special Educational Needs & Disabilities - Sports & Exercise - Coaching Science

01476 400200 | enquiry@grantham.ac.uk | www.grantham.ac.uk

Social Media

The campaign was promoted across the council’s corporate social media platforms (Facebook, Twitter and LinkedIn) for the duration of the campaign and with particular emphasis in the run up to each Day of Action.

In addition, three promotional videos were produced each dedicated to a different Day of Action. These videos included short clips from throughout the day including litter picking, waste removal and overall facts from the day

Twitter

Below are examples of tweets posted by Newark and Sherwood District Council during the Cleaner, Safer and Greener campaign which achieved more than 1000 impressions each.

Impressions on Twitter is a total tally of all the times the tweet has been seen. This includes not only the times it appears in a one of your followers’ timeline but also the times it has appeared in search or as a result of someone liking the tweet.




Newark and Sherwood District Council
@NSDCouncil

We're trialling dual compartment recycling bins in Southwell to encourage more recycling in public places. Look out for the new bins in the Market Place and War Memorial Park. ♻️

Details <https://bit.ly/2JbrhPP>

[#CleanerNewarkandSherwood](#)
<pic.twitter.com/FKDOdzQuAQ>

Impressions	1,355
Total engagements	42
Media engagements	23
Link clicks	7
Retweets	3
Likes	3
Detail expands	3
Profile clicks	3



Newark and Sherwood District Council
@NSDCouncil

The youth shelter project is now complete. As part of yesterday's Hawtonville Day of Action, James at @imageskool worked with young people from @NottsCC's Hawtonville Youth Service to create a brand new design for the shelter and what a transformation! 🎉

[#CleanerSaferGreener](#)
<pic.twitter.com/NPPpOxrxk>

Impressions	1,115
Total engagements	67
Media engagements	46
Detail expands	7
Likes	6
Profile clicks	5
Retweets	2



Newark and Sherwood District Council
 @NSDCouncil
 Our Hawtonville #CleanerSaferGreener Day of Action is underway and we are overwhelmed by the support from community volunteers.

To kick off the day, we're litter picking around the Co-op area with volunteers and pupils from William Gladstone school.
pic.twitter.com/9Y1dfcHek3

Impressions	1,447
Total engagements	53
Media engagements	34
Detail expands	6
Likes	5
Profile clicks	3
Retweets	2
Link clicks	2



Newark and Sherwood District Council
 @NSDCouncil
 Save the date: Our next #CleanerSaferGreener Day of Action will take place on March 8 in Hawtonville, Newark.

Click here for more information and to get involved <https://bit.ly/2CKbYHD>

Find out about our last Day of Action here <https://bit.ly/2sJ2pUr>
pic.twitter.com/tHZ6JgzWSk

Impressions	1,055
Total engagements	21
Detail expands	10
Media engagements	4
Likes	3
Retweets	2
Link clicks	2



Newark and Sherwood District Council
 @NSDCouncil
 Fly-tipping is a criminal offence punishable by a fine of up to £50,000. If you witness fly-tipping in action please let us know on 01636 650000. This pile of rubbish was found fly-tipped in the middle of the road to Thorpe from the East Stoke direction.
 #CleanerNewarkandSherwood
pic.twitter.com/4iOpseq1if

Impressions	1,678
Total engagements	45
Media engagements	19
Detail expands	8
Likes	7
Retweets	5
Link clicks	3



Newark and Sherwood District Council
 @NSDCouncil
 Our deputy leader, Councillor @KeithGirling will be speaking on @bbcemt at 6:30pm about the issues of fly-tipped asbestos.

Dealing with fly-tipping, particularly asbestos is a key focus of our #CleanerSaferGreener campaign.

Find out more here <https://bit.ly/2QGmqow>
pic.twitter.com/g6Vr3tpcHx

Impressions	1,199
Total engagements	33
Media engagements	8
Detail expands	7
Link clicks	6
Profile clicks	5
Likes	4
Retweets	2

Radio Newark, the Newark Advertiser, the police and Newark and Sherwood Homes also published tweets in support of the Cleaner, Safer and Greener campaign. Examples are listed below.



Rapid Response Unit @cpru Follow

In #Newark #NG24 tonight working with @NSDCouncil & @Newark_Police, sharing best practice, skills and experience around antisocial behaviour and environmental crime. Looking forward to more partnership working over the coming weeks.
 #safer #PartnershipWorking



5:55 pm - 24 Jan 2019

6 Retweets 22 Likes

Newark Advertiser @advertisergroup Following

Residents urged to join day of action on Friday. buff.ly/2Umyuhk



12:00 pm - 5 Mar 2019

🗨️ 🔄 ❤️ ✉️

Newark Advertiser
@advertisergroup

Following

Newark town centre operation targets drugs and keeps people safer.



Weekend-night policing operation in Newark seeks to keep ...

Safety was the focus of a night of action in Newark town centre involving police and frontline staff from Newark and Sherwood District Council.

newarkadvertiser.co.uk

4:55 pm - 3 Dec 2018

5 Likes



1 comment, 5 hearts, 1 share icon, 1 envelope icon

Newark Advertiser
@advertisergroup

Following

Crackdown reduces anti-social behaviour buff.ly/2C0Uo2e



12:03 pm - 1 Mar 2019

1 comment, 1 share icon, 1 heart icon, 1 envelope icon

Radio Newark
@radionewarkuk

Following

Joining forces to crack down on anti-social behaviour



Joining forces to crack down on anti-social behaviour

A partnership approach to tackling anti-social behaviour in Balderton has led to a significant reduction of nuisance reports and a number of banning letters issued.

radionewark.co.uk

5:12 pm - 25 Feb 2019

1 comment, 1 share icon, 1 heart icon, 1 envelope icon

Radio Newark
@radionewarkuk

Following

Hawtonville Day of Action 'a fantastic success'



Hawtonville Day of Action 'a fantastic success'

A THIRD Day of Action to help make the community of Hawtonville in Newark Cleaner, Safer and Greener has been described as a 'fantastic success' with the

radionewark.co.uk

5:01 pm - 12 Mar 2019

1 Retweet 2 Likes



1 comment, 1 share icon, 2 hearts, 1 envelope icon

Radio Newark
@radionewarkuk

Following

If you missed the Leader of Newark & Sherwood District Council, Councillor David Lloyd, chatting to Ady last week about the upcoming Cleaner, Safer & Greener Day of Action taking place around Yorke Drive & Winthorpe Road, you can listen back to it here.



Cleaner, Safer & Greener - Day of Action - Our Guests

Councillor David Lloyd chats to Ady about NSDC's upcoming Day of Action

radionewark.co.uk

8:43 pm - 20 Aug 2018

1 comment, 1 share icon, 1 heart icon, 1 envelope icon

Facebook

Below are examples of Facebook posts published by the council during the campaign.

More than 6,200 Facebook users follow Newark and Sherwood District Council, meaning those particular users see updates from the council in their News Feeds.

In addition, the Newark and Sherwood District Council Facebook page has an average weekly reach of 20,159, which equates to the number of people who see updates from the council. These people do not necessarily have to be 'following' the council page, but will still see the content through other means. This includes when a post is 'shared', 'liked' or commented on by others.



Newark and Sherwood District Council

Published by Victoria Watkins [?] · 8 March · 🌐

⋮

Our Hawtonville #CleanerSaferGreener Day of Action is underway and we are overwhelmed by the support from community volunteers.

To kick off the day, we're litter picking around the Co-op area with volunteers and pupils from William Gladstone school.

Got any questions or concerns? The first street surgery of the day is taking place now around the Eton Avenue shop area. Come and have a chat with councillors, Newark Police - Nottinghamshire and Newark and Sherwood Homes.


#CleanerSaferGreener



2,019
People reached
192
Engagements
Boost Post

👤 You, Trâm Vickers, Kim Walker and 24 others
3 comments 2 shares

👍 Like
💬 Comment
↻ Share
⌵



Newark and Sherwood District Council


Published by Victoria Watkins [?] · 14 March · 🌐

⋮

We're trialling dual compartment recycling bins in Southwell to encourage more recycling in public places. Look out for the new bins in Southwell Market Place and War Memorial Park. ♻️

Details ➡️ <https://bit.ly/2JbrhPP>

#CleanerNewarkandSherwood



3,391
People reached
133
Engagements
Boost Post

👤 Chris Welbourn, Abbie Hargreaves and 43 others
1 comment 6 shares



Newark and Sherwood District Council

Published by Victoria Watkins [?] · 8 March · 🌐

...

A big thank you to all staff, partners and community volunteers for their hard work throughout today's #CleanerSaferGreener Day of Action in Hawtonville.

We are pleased to report that we have removed:

- 5.5 tonnes of bulky waste
- 2.5 tonnes of litter
- 15 white goods
- 1 large fly tip weighing 2 tonnes
- 10 tonnes of street sweeping in the days before today
- 1 tonne of mixed cuttings and prunings
- 11 tyres

We have also...

- Installed new litter bins
- Planted 150 mixed hedge trees
- Undertook speed checks on 156 vehicles in the Hawtonville area. 13 were noted as speeding and 4 were stopped and given warnings by the police
- Issued 3 community protection warning notices
- Challenged a number of under 16s that were found littering
- Conducted alcohol sale licensing checks on six retailers in Hawtonville – all passed
- Conducted scrap metal dealer licence checks and two follow ups taking place

Thank you to all of our partner agencies, all of whom have made the day possible:

Nottinghamshire County Council
 Newark and Sherwood Homes
 Newark Police - Nottinghamshire
 William Gladstone School
 Idverde UK

#CleanerNewarkandSherwood
 #SaferNewarkandSherwood
 #GreenerNewarkandSherwood



4,597
People reached

1,117
Engagements

[Boost Post](#)

👍👎👤 Idverde UK, Liannda Emily and 55 others

6 comments 12 shares



Newark and Sherwood District Council

Published by Victoria Watkins [?] · 1 March ·

We're working with partners to make the district a safer place to be. In August 2018, a partnership involving ourselves, Nottinghamshire County Council, Newark Police - Nottinghamshire, Balderton Parish Council and local retailers was set up to tackle anti-social behaviour in Balderton. Since the launch, there has been a significant reduction of nuisance reports and a number of banning letters issued.... See more



NEWARK-SHERWOODDC.GOV.UK

Latest news | Newark and Sherwood District Council

A partnership approach to tackling anti-social behaviour in Balderton has I...

2,369

People reached

142

Engagements

Boost Post

Matthew Joshua Taylor, Tom Allen and 6 others 2 comments 3 shares



Newark and Sherwood District Council

Published by Victoria Watkins [?] · 31 January ·

Getting a new tattoo? Make sure you check out the hygiene rating of any establishment offering tattooing, semi-permanent make up and cosmetic body piercing treatments.

Epona Art & Tattoo Sanctuary in Southwell has become the first in Newark and Sherwood to receive a five star rating. ★★★★★

Read the full story here → <https://bit.ly/2G3cwMG>

#SaferNewarkandSherwood

Epona Tattoo Sanctuary Tattoo Studio only, vegan friendly



7,660

People reached

1,486

Engagements

Boost Post



Newark and Sherwood District Council

Published by Victoria Watkins [?] · 28 February ·

Hawtonville residents: Can you spare some time on Friday, March 8 to help litter pick alongside ourselves, our partners and community volunteers?

Our next and biggest #CleanerSaferGreener Day of Action in your local area is taking place a week tomorrow. 🌿👍

We will be meeting on the day at 9:30am at Hawtonville Community Centre.

- Please wear appropriate outdoor clothes and sturdy footwear.
- High vis vests, gloves and litter pickers will be provided.
- All volunteers will receive a health and safety briefing.
- Under 16s must be accompanied by an adult.

Details: <https://bit.ly/2T1KHuY>



6,223

People reached

658

Engagements

Boost Post



Newark and Sherwood District Council

16 January ·

The first of our new frontline officers are now in action.

Specifically, the community protection officers will:

- Tackle the issues of street litter, littering from cars, low level anti-social behaviour and dog fouling, including issuing FPNs
- Investigate flytips and ensure waste removal
- Enforce public spaces protection orders which deal with, for example, street drinking, begging and dog control
- Gather local intelligence to assist the council as a whole in its understanding of 'place'.

Find out more here → <https://bit.ly/2Ryjm7y>

#CleanerSaferGreener



2,398

People reached

294

Engagements

Boost Post


Sue Storey, Michele McIntosh and 14 others 6 comments 3 shares

Radio Newark, the Newark Advertiser, the police and groups including Spotted: Newark also published Facebook posts in support of the Cleaner, Safer and Greener campaign.

Examples are listed below.

Newark Advertiser 5 March · 🌐

It's part of the Cleaner, Safer and Greener campaign



NEWARKADVERTISER.CO.UK

Residents urged to join day of action

Hawtonville is the location in which an extensive range of activities to tackle

👍 5 7 comments 3 shares

Spotted : Newark 28 February · 🌐

<https://www.facebook.com/327517440618344/posts/2080425635327507/>



Newark and Sherwood District Council 28 February · 🌐

Hawtonville residents: Can you spare some time on Friday, March 8 to help litter pick alongside ourselves, our partners and community volunteers?

Our next and biggest #CleanerSaferGreener Day of Action in your local area is taking place a week tomorrow. ♻️

We will be meeting on the day at 9:30am at Hawtonville Community Centre.

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- High vis vests, gloves and litter pickers will be provided.
- All volunteers will receive a health and safety briefing.
- Under 16s must be accompanied by an adult.

Details: <https://bit.ly/2T1KHuY>

👍 3 4 comments 3 shares

Radio Newark was live. 8 March · 🌐

Matt is talking to Deputy Leader of Newark and Sherwood District Council, Councillor Keith Girling, and Ward Councillor, Rob Crowe, about the Cleaner, Safer, Greener Day of Action currently taking place in Hawtonville.



👍❤️😄 9 14 comments 7 shares 3.8K views

Like Comment Share

Radio Newark 25 February · 🌐

Joining forces to crack down on anti-social behaviour



MAKING NEWARK & SHERWOOD
Cleaner Safer & Greener
A PLACE WE ARE ALL PROUD OF

RADIONEARK.CO.UK

Joining forces to crack down on anti-social behaviour

A partnership approach to tackling anti-social behaviour in Balderton has

👍 4

The Advertiser is backing the initiative, which will seek to empower residents to help improve where they live.



About This Website

NEWARKADVERTISER.CO.UK

Council leads the way in a bid to make district a better place to live

👍❤️😄 12

2 shares

Officers from Newark Neighbourhood Policing Team have today started working with Community Protection Officers employed by Newark and Sherwood District Council on high visibility patrol in Newark Town Centre. Working in partnership we will be targeting issues that you, the people of Newark, are concerned about in our commitment to make Newark a better place to live, work and visit. We will continue to listen to your concerns and tackle priority areas #OneTeam #HelpUsHelpYou #PartnershipWorking #OnTheBeat



👍❤️😄 Kerry Lacey and 217 others

6 comments 18 shares

Yesterday saw a very positive and successful day of action in the Hawtonville area. Your local Neighbourhood beat team along with members of the Newark and Sherwood Council and the local community all worked together to put on different activities and operations on throughout. This included Street surgeries with the Hawtonville Beat team along with the Inspector, speedwatch around some of the Hawtonville area tackling speeding vehicles, the Notts Police Quad patrolling the area and a bike tent set up at the Hawtonville community centre. We were also fortunate enough to have some of the younger ones of the community give a helping hand with clearing up the area #oneteam #community #dayofaction



514004183027

👍😄 74

5 comments 7 shares

Owners urged to clean up after their dogs.



NEWARKADVERTISER.CO.UK

Clean-up campaign to be launched in district

Dog owners throughout Newark and Sherwood are being urged to pick up after their pets and make the district a cleaner and safer place to live.

👍 19

6 comments 5 shares

Television coverage

Broadcast media outlets including BBC East Midlands Today and ITV Central News have covered the Cleaner, Safer Greener campaign, including various interviews with the council's leader, deputy leader and waste management staff.



Videos

A video following each Day of Action was produced and subsequently shared on Twitter, Facebook and YouTube.



Newark and Sherwood District Council

Like Comment Share ...

13 1 Comment 2 shares

611 views · about 2 months ago ·

A big thank you to the 100-strong team of community volunteers, staff and partners for making our Hawtonville #CleanerSaferGreener Day of Action a fantastic success! 🌱🍷

More than 20 tonnes of rubbish was collected, 150 shrubs and trees were planted and the youth shelter near the Community Centre was transformed.

Street surgeries with the ward's councillors were held throughout the day and the council's public protection team joined police and community volunteers in running a day-long operation to check on speeding traffic.

Local residents joined Via East Midlands regarding street lighting priorities and were able to report issues of concern and the council's community safety team led 'drug walks' with the charity Change Grow Live (CGL) which works to combat drug and substance misuse. The Via East Midlands team cleared out gullies, planted seven new heavy standard trees, maintained other trees to clear the highway and replaced damaged streetlights with new, energy efficient LED models.

Check out our short video below or click here to find out more about the day <https://bit.ly/2VWtsZ9>



Newark and Sherwood District Council @NSDCouncil · Mar 14

A big thank you to the 100-strong team of community volunteers, partners and staff for making our Hawtonville #CleanerSaferGreener Day of Action a fantastic success!

Check out our short video below or click here to find out more about the day: bit.ly/2VWtsZ9



141 views

0:07 / 1:36

2 4



Day of Action in Newark 2018

70 views

0 0 SHARE SAVE ...

LEISURE & ENVIRONMENT COMMITTEE

26 JUNE 2018

LITTERING FROM VEHICLES – CIVIL PENALTY

1.0 Purpose of the Report

1.1 To seek Members' approval to adopt the provisions of The Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018 which will facilitate the issuing of Civil Penalties to the registered keeper of a vehicle from which littering has taken place.

2.0 Introduction

2.1 Section 87 of the Environmental Protection Act 1990 establishes the offence of leaving litter. The maximum penalty, upon conviction in a court is a fine of £2,500. Offenders may, as an alternative to prosecution, be offered the opportunity to discharge any liability to conviction for the offence by payment of a fixed penalty, currently £150 in Newark & Sherwood.

2.2 Littering from vehicles is a significant problem across the UK, as the examination of any road-side verge will confirm. In Newark, where littering from a vehicle is witnessed by an enforcement officer or other reliable witness, and the offender can be identified, a fixed penalty notice will normally be issued. Under Section 87 of the Environmental Protection Act, the identity of the offender must be established to a level of proof beyond a reasonable doubt. This can be difficult, particularly in a moving vehicle where the witness may not get a clear view of the offender and where that offender may be one of a number of occupants of the vehicle.

3.0 Background

3.1 In order to address this difficulty, whilst not attacking the fundamental burden of proof required in the criminal court, the Government has enacted provisions that will allow the authority to deal with this issue on a civil basis and will enable a Civil Penalty to be made against the registered keeper of the vehicle from which littering has taken place, removing the need to positively identify the actual offender. The new legislation, the Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018 came into force on 1 April this year. As the name suggests, this is an extension to legislation that has been in force in London, since 2007.

3.2 The Civil Penalty Notice that can be issued to the registered keeper of a vehicle is a civil fine which, unlike a criminal penalty, does not carry the risk of a criminal conviction. However, this provision is not intended as a means of "watering down" and decriminalising the primary offence of dropping litter; a fixed penalty notice backed up by the threat of a criminal prosecution will still be the preferred enforcement option where the offender, including an offender in a vehicle, can be positively identified.

3.3 There are a number of safe- guards built into the legislation.

- A registered keeper cannot be issued with a Civil Penalty if he/she is already subject to a criminal fixed penalty/prosecution for the same littering incident.

- A registered keeper cannot be issued with a Civil Penalty if another individual is the subject of a criminal fixed penalty/prosecution for the same littering incident.
 - A registered keeper cannot be issued with a Civil Penalty if, at the time of the littering incident, they were operating a vehicle hire business and the vehicle was hired out under a hire agreement.
 - The Regulations do not apply to public service vehicles, hackney carriages and private hire vehicles in circumstance where the offence was committed by a passenger.
- 3.4 The amount of the Civil Penalty is set, by the legislation, to be the same as the amount the local authority has resolved to charge for a criminal fixed penalty under section 88 of the Environmental Protection Act 1990 – including any early payment discounts the authority may have resolved to make. In the case of Newark & Sherwood District Council, this amount is currently set at £150, with a reduction to £75 if paid within 14 days. Unlike a criminal fixed penalty, if the Civil Penalty is not paid (subject to exhausting the appeals process mentioned below) within 28 days, the penalty increases by 100%, to £200. The Civil Penalty amount is recoverable as a civil debt.
- 3.5 Under the new legislation, the recipient of a Civil Penalty has a two-stage right of appeal against the issuing of the penalty notice. In the first instance, appeal against the notice may be made by a written representation to the Council. This appeal must be made within 28 days of receipt of the Civil Penalty Notice. The Council may choose either to uphold or reject the appeal. Where the Council decides to reject the appeal, the Council must serve a notice of rejection upon the person making the representation within 30 days beginning on the day that the representation is received. The rejection notice must state the Council's decision and detailed reasons for rejection and it must state that the person has a further right of appeal to the Adjudicator, together with details of the form and manner in which the appeal may be made and that the Adjudicator has the power to award costs against the appellant. The recipient of the notice must then be allowed a further 28 days to pay the penalty, or make a further appeal.
- 3.6 Where a Civil Penalty Notice has been upheld, has not been appealed and remains unpaid, civil debt recovery proceedings may be commenced. There are a total of twelve grounds (Grounds A to L) upon which an appeal may be made, these are listed in **Appendix 1** to this report.
- 3.7 A person served with a rejection notice may then appeal to an Adjudicator, normally within 28 days. The legislation indicates that the Adjudicator for the littering Civil Penalty Notice is the same as that appointed to adjudicate in appeals relating to parking matters, that is, the Nottinghamshire Traffic Penalty Tribunal.
- 3.8 The Adjudicator, upon consideration of the circumstances of the case, must allow the appeal if she/he is satisfied that one of the twelve prescribed grounds for appeal applies. Where the appeal is allowed, the Adjudicator may give written directions to the Council which the adjudicator considers appropriate for the purpose of giving effect to the adjudicator's decision. In these circumstances, the Council must abide by the Adjudicator's decision.

- 3.9 Where the Adjudicator believes that there are compelling reasons why the Civil Penalty Notice should be cancelled, even although none of the twelve grounds for appeal apply, she/he may write to the Council with a recommendation that it is cancelled. In these circumstances, the Council must consider any observations made by the Adjudicator, but need not cancel the penalty. Where such a recommendation is made, the Council must inform both the appellant and the Adjudicator, within 35 days, whether the Council accepts the Adjudicator's recommendation and, where it does, that the Civil Penalty Notice is cancelled, and where it does not, the reason for not accepting the recommendation. No further appeal can be made against the Council's decision.
- 3.10 Under regulation 10 of the Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018 a litter authority may authorise a person (an "authorised officer") to perform on its behalf any of the functions conferred on it by regulation 4 (penalty notices). The authorisation must be in writing.

4.0 Proposals

- 4.1 The new powers contained within The Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018 are a useful addition to the Council's existing enforcement powers against littering. It is, therefore, proposed to put in place a mechanism to adopt these powers in Newark & Sherwood.
- 4.2 The process to be adopted by a local authority for the internal appeals procedure is not specified within the legislation and Councils are therefore permitted to decide upon a procedure that best suits local needs.
- 4.3 It is proposed that first stage appeal will normally be accepted by way of written representation and will be considered by a Council officer at the level of Business Manager or above. This would normally be the Business Manager – Public Protection, but in the event of the Business Manager – Public Protection being the officer who has witnessed the littering offence, or being on leave, an alternative Business Manager will be selected. The appointed Business Manager will, however, have the discretion to accept representations by other means, for example verbally, if this would further the aims of natural justice. The appointed Business Manager will prepare a written decision notice, together with reasons, in order to advise the appellant of the Council's decision, should the appeal be rejected.
- 4.4 As detailed in paragraph 3.5 above, the second stage of the appeal process open to the recipient of a Civil Penalty Notice is to the Traffic Penalty Tribunal. It is, therefore, proposed that this Council enters into a formal agreement with the Nottinghamshire Traffic Penalty Tribunal to act as this Council's Adjudicator. It is also noted that an adjudicator has power to award costs against a person appealing against the decision set out in the notice of rejection.
- 4.5 It is further proposed, as a civil penalty is recoverable as a civil debt, that details of the recipient of the penalty notice will be forwarded to the Council's Debt Recovery Team for recovery through the Council's established debt recovery procedures. The amount of the civil penalty (£200 if the recipient has failed to pay in a timely manner) is relatively small and it may not be cost effective to recover such a debt in all circumstances. However, the reasons for such penalties arise due to a criminal act (albeit not necessarily by the recipient of the civil fixed penalty notice) and the integrity of the punishment system for littering will

be compromised if rigorous efforts are not made to recover these debts. For this reason, it is proposed that such debts will only be written off in exceptional circumstances, the decision will not be made purely on a cost- benefit basis and will be referred to a Business Manager for approval before any decision is made to write off such a debt.

4.6 The amount of the Civil Penalty Notice under this legislation (and thus, the amount of the criminal Fixed Penalty Notice for littering) will be £100 and that this amount is reviewed annually as part of the existing Fees & Charges process.

4.7 It is further proposed that the new powers, if adopted, will be brought into force in Newark & Sherwood on 1 August 2019 or when all working processes have been set up and the Tribunal Appeals procedure has been agreed with the Nottinghamshire Traffic Penalty Tribunal as Adjudicator, whichever is later. This will be preceded by information and publicity to make the public aware of these new powers prior to implementation.

4.8 Finally, it is proposed that officers with appropriate experience and training will be authorised in writing under this legislation to carry out such enforcement duties.

5.0 Equalities Implications

5.1 No adverse impacts on Equality have been identified in the drafting of this report. The Councils adopted policy on the issue of criminal fixed penalty notices will be applied to the issue of civil fixed penalty notices under this legislation.

6.0 Financial Implications

6.1 There is likely to be a relatively small income associated with this new power, although this may be offset by the costs associated with administering the civil debt recovery process. It is not proposed to set a specific income budget as it is not desirable have a target for fixed penalty charges. The regulations require, as they do for existing criminal fixed penalty notices for littering, that any income is ring-fenced and may only be used to fund litter enforcement activities.

7.0 Community Plan – Alignment to Objectives

7.1 Dropped litter, including that dropped from vehicles, has a significant adverse impact on the amenity of the general environment, it is disheartening to the population in general, is expensive for the Council to clean away, and encourages the view within certain groups within the population that other environmental crimes, such as fly-tipping and graffiti, will be tolerated. Any legislation that encourages those who have it within their power to prevent littering from vehicles, such as the registered keeper, is to be welcomed.

7.2 Objective one of the Council's Community Plan is 'Improve the cleanliness and appearance of the local environment'. The actions proposed will help to deliver this objective

8.0 RECOMMENDATIONS that:

- (a) **Members agree to adopt the powers contained in The Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018 as detailed in sections**

4.3 to 4.7 above, to facilitate the issuing of Civil Penalties to the registered keepers of a vehicles from which littering has taken place; and

- (b) Officers of suitable experience and training are authorised in writing under this legislation to carry out such enforcement duties.**

Reasons for Recommendations

By doing so, the Council's will be able to make registered keepers responsible for the actions of their passengers, thereby reducing littering and the consequent clean-up cost to the Council.

Background Papers

The Littering From Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018

For further information please contact Alan Batty, Business Manager – Public Protection on 655467.

Matthew Finch

Director – Communities & Environment

Representations against a penalty notice – Grounds upon which a representation may be made

Ground A is that the littering offence in question did not occur.

Ground B is that the person was not the keeper of the vehicle at the time of the littering offence because the person became the keeper of the vehicle after the littering offence occurred.

Ground C is that the person was not the keeper of the vehicle at the time of the littering offence because the person had disposed of the vehicle to another person before the littering offence occurred.

Ground D is that the person was not the keeper of the vehicle at the time of the littering offence because the vehicle was a stolen vehicle when the littering offence occurred.

Ground E is that the person—

- (a) was engaged in the hiring of vehicles in the course of a business at the time of the littering offence, and
- (b) was not the keeper of the vehicle at that time by virtue of a vehicle hire agreement.

Ground F is that the person was not the keeper of the vehicle at the time of the littering offence for a reason not mentioned in grounds B to E.

Ground G is that the litter authority was not, by virtue of regulation, authorised to give the person a penalty notice.

Ground H is that the person is not liable to pay the fixed penalty by virtue of regulation.

Ground I is that liability to pay the fixed penalty has been discharged in the circumstances set out in regulation.

Ground J is that the fixed penalty exceeds the amount payable under these Regulations.

Ground K is that the litter authority has failed to observe any requirement imposed on it by these Regulations in relation to the imposition or recovery of the fixed penalty.

Ground L is that there are compelling reasons why, in the particular circumstances of the case, the penalty notice should be cancelled (whether or not any of grounds A to K apply).

LEISURE AND ENVIRONMENT COMMITTEE

25 JUNE 2019

GRAFFITI POLICY

1.0 Purpose of the Report

1.1 To Seek Members approval for a new Graffiti Policy for Newark and Sherwood.

2.0 Background

2.1 Recent months have seen an increase in the amount of Graffiti that has appeared across the district. This not only causes damage to the surfaces that it is sprayed on but also detracts from the appearance of the district.

2.2 Graffiti is the illegal or unauthorised defacing of a building, wall or other edifice or object by painting or otherwise marking it with words, pictures or symbols.

2.3 In some cases the graffiti can be racist, of a sexual nature or simply offensive.

3.0 Introduction

3.1 The quality of the local environment has a significant impact on people's perceptions of wellbeing and quality of life. The Council is committed to improving the environmental quality of its towns and villages and tackling crime and antisocial behaviour. The District Council does not have a duty to remove graffiti from property it does not own, however, it will work with property owners to offer advice and our graffiti removal services. This policy sets out the graffiti removal policy, timescales for removal and enforcement measures that could be used to manage graffiti.

3.2 The Council has an informal policy of removing graffiti that is racist, of a sexual nature or offensive within 24 hours. All other graffiti is left in situ.

3.3 Whilst the amount of graffiti has been at a low level this policy has worked well, however, with the rise in graffiti incidents and with the promotion of the Cleaner Safer Greener agenda a review of the current policy has been undertaken.

3.4 The spraying of graffiti is a criminal offence. The Council does have the option to serve a fixed penalty notice on anyone responsible for graffiti, however, the offence is often committed under the cover of darkness and is very difficult to witness.

3.5 A copy of the new Graffiti Policy is attached as **Appendix one**.

3.6 It is intended to use the Community Protection Officers to be the first point of contact for investigating reports of graffiti. There will be an extensive data gathering exercise that will include, the 'Tags' used, the owner of the property, the surface that the graffiti is on, the size and approximate cost of removal, the time that the offence took place and whether there is any CCTV footage of the incident or surrounding area. It is intended to collate this information in a data base which can then be used to monitor trends and patterns of

behaviour. Once this information has been gathered the incident will be passed over to the Transport and Waste Business Unit for removal.

4.0 Proposals

4.1 The Policy sets out the approach that the Council will take to new graffiti. As stated above the current informal policy has allowed for the removal of certain types of graffiti but this has left a certain level of residual graffiti. It is proposed that a dedicated team is assigned the task of removing the old residual graffiti from all areas of the district. Once this is complete (it anticipated that this will be a period of 3 months) the timescales for graffiti removal as set out in the Policy will become operation.

4.2 In order to facilitate the removal of as much graffiti as possible, subject to the receipt of owner approval, the Council will remove graffiti free of charge from both privately and commercially owned domestic premises up until 31 March 2021 when this will be reviewed.

4.3 In Addition, we will work in partnership with other organisations on diversionary art projects and workshops, particularly in relation to murals and public art which make a positive contribution to the area, reflect the community, and discourage tagging.

4.4 The estimated cost of back filling posts to allow for a dedicated team to operate is £10,000. It is proposed that the funding for this is allocated from the High Street Fund

5.0 Equalities Implications

5.1 All enforcement is taken with reference to the Council's Corporate Enforcement Policy.

6.0 Financial Implications (FIN19-20/4938)

6.1 In order to remove all existing graffiti a team of staff from the Transport & Waste Service will need to work approximately 3 months carrying out this work. As current staffs do not have spare capacity, the Business Manager will need to use agency staff to backfill them. The estimated cost is £10k. The Council received £21k government funding in March for the High Streets Community Clean Up. Some of this funding will be used to fund this extra cost of £10k.

7.0 RECOMMENDATIONS that:

(a) Members are asked to approve the Graffiti Policy; and to,

(b) Approve the use of the High Streets Community Clean Up funding for backfilling the posts to allow a dedicated team to remove old graffiti.

Reason for recommendation

To support the Cleaner Safer Greener agenda and to have in place a Policy for graffiti removal that reflects the current level of graffiti in the district.

Background papers

Nil

For further information please contact Andy Kirk – Business Manager Waste and Transport or Alan Batty Business Manager Public Protection.

Matthew Finch

Director – Communities & Environment

NEWARK & SHERWOOD DISTRICT COUNCIL
GRAFFITI POLICY

1.0 PURPOSE OF POLICY

- 1.1 The purpose of this Policy is to set out Newark & Sherwood District Council's approach for the management of graffiti which is to be done through education, enforcement and prevention.
- 1.2 The overall aim of the Policy is to ensure that graffiti is removed as quickly as possible and appropriate enforcement action is taken against offenders.

2.0 BACKGROUND

- 2.1 Graffiti is defined as unauthorised writing, drawing or scratches that are scribed, painted or engraved upon walls and other surfaces. It is a crime and is punishable under the legislation listed in Appendix A.
- 2.2 Graffiti can be generally placed into the following categories:
- Obscene, racist or threatening;
 - Political commentary;
 - Gang related graffiti marking territory, and
 - 'Tags' – the most prominent form within the district
- 2.3 The Cleaner, Safer, Greener strategy has identified graffiti as one of the key environmental issues across the district due to the adverse effects it can have on areas. The presence of graffiti is unsightly and may also contribute to the decline of an area, which can undermine community cohesion and the efforts of public agencies. It can be costly to remove, increase the fear of crime, decrease local investment in regeneration and cause depreciation of property values. It can be particularly distressing for those whose property is defaced by graffiti, especially if of an offensive nature and can also have a negative impact upon the vitality and viability of business. The tackling of graffiti and other environmental crime in a positive way in other areas has sent a clear message to communities that societal improvements can be achieved, thereby boosting the strength of local cohesion and demonstrate that the Council is committed and serious about resolving such matters.

3.0 SUMMARY OF NEWARK & SHERWOOD DISTRICT COUNCIL'S POWERS AND RESPONSIBILITIES

- 3.1 The Council is responsible for removing graffiti from Council owned properties, parks and the highways. Graffiti removal from street furniture such as telephone boxes, bus shelters and utility cabinets remains the responsibility of the relevant private company. With regards to private and commercial property, the removal of graffiti is generally the responsibility of the owner although the Council can undertake this work with their approval.

3.2 In relation to graffiti, the Council's powers include:

- The removal of graffiti from privately owned or commercial property following a request from the owner;
- The issue of 'Defacement Removal Notices' under section 48 of the Anti-social Behaviour Act 2003, requiring the person responsible for the 'relevant surface' to remove the defacement within a period specified in the notice being not less than 28 days beginning with the day on which the notice is served, where the defacement is detrimental to the amenity of the area or is obscene, racist or threatening;
- Where the recipient of a Defacement Removal Notice fails to comply with the requirements of the Notice, an authorised officer of the Council may enter land to the extent necessary to enable him/her to remedy the defacement and may recover expenditure reasonably incurred in exercising this power;
- The issue of Fixed Penalty Notices where an authorised officer has reasonable grounds to believe that an offence of criminal damage/graffiti has been committed, and
- The initiation of prosecution proceedings where appropriate. The relevant legislation is listed in Appendix A.

4.0 OBJECTIVES

4.1 Newark & Sherwood District Council's graffiti objectives, taking into account its powers identified above, are as follows:

- To encourage the reporting of graffiti;
- To remove reported graffiti promptly from Council property and other domestic property (where owner approval is obtained);
- To work in partnership with statutory undertakers and other agencies to secure the prompt removal of graffiti from commercial properties;
- To engage with local communities to provide education with the aim of reducing the occurrence of graffiti, and
- To take enforcement action where considered appropriate to do so.

4.2 The following sections provide further detail regarding each of these objectives.

5.0 REMOVING GRAFFITI PROMPTLY FROM COUNCIL PROPERTY AND OTHER DOMESTIC PROPERTY

5.1 For Council owned property, including highway infrastructure (for example, bridges and highway signs), it is intended that any graffiti deemed racist, threatening or obscene (Level 1) will be removed or painted over within 36 hours of it being reported. It is intended that all other graffiti (Level 2) will be removed or painted over within 14 days of it being reported. It should be noted that these are target timescales and there may be situations where their achievement may not be possible, for example, on high speed routes or railway land where special traffic management measures might first need to be established.

Level 1 Graffiti

- Graffiti that is calculated to offend, intimidate or incite hatred. This would clearly include graffiti aimed at race, religion, sexual orientation or ethnic group, etc but would also include graffiti aimed at other groups, such as citizens from other countries or the

police. Graffiti containing humiliating or offensive remarks about named individuals could also be included

Level 2 Graffiti

- Graffiti that tends to despoil and degrade the built environment.
- This would include casual graffiti, graffiti “art” and tagging. Graffiti showing support for a football team would normally fall within this category, but graffiti displaying membership of a “gang” will be treated more seriously if the intension is to intimidate or encourage criminal activity.

5.2 For private owned buildings and or domestic property, where appropriate approval is attained, graffiti will be removed in accordance with the timescales identified in paragraph 5.1 above. However it should be noted that the time will start from the date of signed approval. A disclaimer notice is attached as an appendix of this policy.

5.3 Where the owner/person responsible for the property upon which the defacement has occurred does not consent to the removal of graffiti, Newark & Sherwood District Council will exercise its statutory powers under section 48 of the Anti-Social Behaviour Act 2003 to remove the graffiti. However, in cases where the graffiti is considered racist, threatening or obscene the Council will also continue to liaise with the owner with the objective of securing the removal of the graffiti at the earliest opportunity.

5.4 For absent owner properties, Newark & Sherwood District Council will contact the property owner with a view to removing the graffiti as soon as possible if there is no prior agreement in place between the property owner and the Council. In cases where Newark & Sherwood District Council has a working partnership with the property owner, removal will be prioritised according to the nature of the graffiti. If after several attempts the owner of a property cannot be reached or identified, Newark & Sherwood District Council will exercise its statutory powers to remove it. Prompt action will be taken where the graffiti is offensive in nature.

5.5 It should be noted that there may be occasions where the removal of some incidents of graffiti will have to be suspended due to unforeseen circumstances such as emergencies on site or inclement weather. Graffiti removal relies heavily on the use of high pressure water which cannot be used in snow or sub zero temperatures.

6.0 REMOVAL OF GRAFFITI FROM STATUTORY UNDERTAKER INFRASTRUCTURE AND OTHER COMMERCIAL PROPERTY

6.1 Street furniture infrastructure such as telephone boxes, bus shelters, post boxes and utility cabinets are often the responsibility of private companies. However Newark & Sherwood District Council aims to form effective working partnerships with the relevant owners so that graffiti is removed from these items in a prompt and efficient manner. Newark & Sherwood District Council will only remove graffiti from, for example items of street furniture, where given permission to do so, where a partnership is in place, or where there has been a failure to comply with a defacement notice in accordance with section 48 of the Anti Social Behaviour Act 2003. In instances where companies choose to remove graffiti themselves, contact details will be obtained so that the owner can be promptly contacted.

6.2 In respect of commercial property, the Council will engage with the owner with a view to seeking the removal of the graffiti within the timescales referred to in paragraph 5.1. Where the owner of the property upon which the defacement has occurred does not consent to the removal of graffiti, Newark & Sherwood District Council will exercise its statutory powers under section 48 of the Anti-social Behaviour Act 2003 to remove the graffiti.

6.3 It is to be noted that for 5 and 6 above the Waste & Transport management team will be responsible for deciding on all aspects of graffiti treatment. There will be occasions where it is not feasible to remove or cover graffiti at a particular time (footfall, traffic, weather etc.). In addition there will be occasions where particular pieces of graffiti are to be left in situ. These will mainly be when the graffiti is in areas that are too financially onerous to remove (in particular where the graffiti is in areas not accessed by the public) or the graffiti is on property that will itself be removed from the public space (skips, "to let" boards, porta-cabins etc.)

7.0 ENCOURAGE THE REPORTING OF GRAFFITI

7.1 Through appropriate communications campaigns, citizens will be encouraged to report graffiti. The Council will establish and maintain a database for recording the occurrences of graffiti.

All reported graffiti will be added to the database which will then generate graffiti removal requests to the Council's graffiti removal resources. Both 'before removal' and 'after removal' photographs will be recorded in the database. These will not only validate completion of work, but be used as evidence to aid in prosecution of persistent offenders. The database will facilitate the sharing of information with enforcement agencies including the police.

7.2 Additionally, an online form to report graffiti will be provided as a link from the Council's Graffiti web pages on its website.

8.0 COMMUNITY ENGAGEMENT, EDUCATION AND PREVENTION

8.1 If appropriate, Newark & Sherwood District Council will support applications from residents and residents' groups who would like to manage graffiti displaying a mural/public art in a specific location. This would have to be relevant to the community and not contain any threatening themes, with local community meetings deciding on the content. Using a commissioned artist is a plausible option. This would be particularly relevant to areas where there is a history of tagging.

8.2 Newark & Sherwood District Council will provide appropriate support to residents and residents' groups in tackling graffiti problems in their area by way of community clean ups.

8.3 Newark & Sherwood District Council will engage with residents and businesses to encourage reporting of graffiti, and provide advice with regards to graffiti prevention and removal so that incidences are dealt with as promptly as possible.

8.4 Newark & Sherwood District Council will monitor incidences of graffiti according to area and schedule regular removal from hotspot areas across the district.

8.5 Newark & Sherwood District Council will engage with young people through a programme of education and diversionary techniques, including through schools and organised youth activities.

8.6 Newark & Sherwood District Council will constantly seek to find new preventative measures, such as the use of sacrificial coatings (where appropriate) and natural screening in areas persistent to graffiti attack.

9.0 ENFORCEMENT

9. Newark & Sherwood District Council opposes unauthorised writing, drawing or scratches that are scribed, painted or engraved upon walls and other surfaces. The Council will take action against those responsible for graffiti, and seek to recover its costs from the person(s) responsible through avenues such as the small claims court in cases where Council property has been targeted. Appropriate enforcement action will therefore be taken whenever it is considered that sufficient evidence exists to achieve a successful outcome. The Council will work closely with the police to identify tags and the 'taggers', and collect evidence to take action as appropriate so that offenders are dealt with swiftly.

9.2 Newark & Sherwood District Council supports restorative justice for young offenders and will work closely alongside the Police and Youth Offending Teams so that young offenders and probationers who have been convicted of graffiti vandalism can be involved in diversionary art projects and supervised clean ups and community payback.

9.3 Newark & Sherwood District Council will work in partnership with other organisations on diversionary art projects and workshops, particularly in relation to murals and public art which make a positive contribution to the area, reflect the community and discourage tagging.

10 CHARGING FOR GRAFFITI REMOVAL

10.1 Subject to the receipt of owner approval, the Council will remove graffiti free of charge from both privately and commercially owned domestic premises up until 31 March 2021 when this will be reviewed.

10.2 However, as stated in paragraph 5.3, where the owner/person responsible for the property upon which the defacement has occurred does not consent to the removal of graffiti, the Council will exercise its statutory powers under section 48 of the Anti-Social Behaviour Act 2003 to remove the graffiti and recover its expenditure reasonably incurred.

11.0 MONITORING AND REVIEW

11.1 This Graffiti Removal Policy shall be reviewed and updated as required on a regular basis. It is intended that the next formal review be undertaken and reported to the Council by 31 March 2020.

RELEVANT LEGISLATION

Graffiti is a crime and Newark & Sherwood District Council has the powers to prosecute offenders under the following legislation:

- **Criminal Damage Act 1971.** The police have powers to prosecute for graffiti. The local authority may also prosecute. Graffiti is criminal damage under section 1 of the Criminal Damage Act 1971. If the value of criminal damage exceeds £5,000 the maximum penalty for those aged 18 or over is 10 years imprisonment, for those aged 12-17 year the maximum custodial penalty is a detention and training order of up to 24 months. Where the damage is less than £5,000 the maximum sentence is three months imprisonment or a fine of £2,500 for adult offenders.
- **The Anti-Social Behaviour Crime and Policing Act 2014** provides the Council with powers to deal with graffiti on private property by means of a Community Protection Notice (CPN). A CPN can be issued to an individual aged 16 or over if an authorised person is satisfied that:
 - a) The conduct of the individual or body is having a detrimental effect, of a persistent or continuing nature, on the quality of life of those in the locality
 - b) The conduct is unreasonable

Breach of any requirement in the notice, without reasonable excuse, would be a criminal offence, subject to a FPN or prosecution.

- **The Highways Act 1980 Section 132** states “if any person without consent of the Highway Authority paints or otherwise affixes any picture, letter, sign or other mark upon the surface of the Highway is guilty of an offence and liable to a fine not exceeding level 3 (£2500) the standard scale”.

Where there is evidence of repeat offences the Council could apply for an injunction against the person responsible. In exceptionally high impact cases the Council could also consider prosecution of the person responsible under the **Local Government Act 1972 (s222)**

The Town & Country Planning Act 1990 Section 215 states that “if it appears to the local planning authority that the amenity of a part of their area, or adjoining land, is adversely affected by the condition of land in their area, they may serve on the owner and occupier of the land a notice under this section”

Section 216 states “If any owner or occupier of the land on whom the notice was served fails to take steps required by the notice within the period specified in it for compliance with it, he shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 3 on the standard scale”.

Section 219 states “IF, within the period specified in the notice under Section 215 and steps required by the notice to be taken have not been taken, the local planning authority who served the notice may :

- a) Take any reasonable steps to enter the and take those steps;
 - b) Recover from the person who is then the owner of the land any expenses reasonably incurred by them for doing so.
-
- **It should be noted that the above policy is to be adopted following a district wide project that will be designed to address much, if not all of the graffiti currently on display. For many years the Council has had a policy of only removing Level 1 graffiti and the impact of Level 2 graffiti has traditionally been minimal. The recent upsurge in graffiti around the district together with the renewed Cleaner, Safer, Greener emphasis and the feedback from Residents Surveys has called for this policy shift. It is foreseen that there will be the requirement of a dedicated team working for approximately 3 months to bring us back to a base where the day to day operation can cope with any future incidents.**

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LEISURE & ENVIRONMENT COMMITTEE

25 JUNE 2019

HAWTONVILLE COMMUNITY CENTRE MANAGEMENT PROGRESS REPORT

1.0 Purpose of Report

1.1 To provide Members with an update report in respect of Hawtonville Community Centre and the progress being made following the transfer of the management of the centre to Reach Learning Disability (RLD), a local charity supporting vulnerable adults in Newark & Sherwood, through the granting of a 3 year tenancy agreement.

2.0 Background Information

2.1 Leisure & Environment Committee agreed at its meeting on 15 February 2018 that:-

- The principle of RLD being granted a short term tenancy/agreement for the centre, not exceeding three years, on the condition that community use as outlined in the report is protected;
- That the Director – Safety be given delegated authority in consultation with the Leisure & Environment Committee Chairman, Vice-Chairman and Opposition Spokesperson to progress negotiations with RLD and agree the terms of the tenancy or other agreement for its occupation of the centre, including rental levels etc. and
- Officers work with RLD to develop a detailed business case and operating proposal for the centre to demonstrate greater utilisation of the community resource which can then be presented to Members at a future meeting for further consideration, including how this might impact upon the overall management of the centre by Newark and Sherwood Homes.

2.2 At its meeting of 26 June 2018 Leisure & Environment considered an interim progress report and agreed the following recommendation:-

- That Leisure & Environment Committee receive an update report at 6 monthly intervals on the activities and services delivered to the community through the Hawtonville Community Centre in respect of its contribution to the delivery of the priorities and objectives of the Hawtonville Neighbourhood Study.

2.3 Accordingly this report provides an overview of the first year of occupation and management of the centre by RLD including the occupation of the first floor office space by Reach Care as agreed by Leisure & Environment Committee at its meeting on 22 January 2019.

3.0 The Current Overview

3.1 The move to the Hawtonville Community Centre has been a huge success and the service users see the centre as their home. Transition work was undertaken with the service users which enabled the move to be as smooth as possible and included using public transport and safe routes to the centre to improve access for service users. Evaluations completed recently indicate that the individuals feel safe and supported and new service users have been welcomed from the Devon Ward.

- 3.2 The ground floor of the centre is now occupied by RLD Monday to Friday typically from 8.00am to 5.00pm and community access is available from 5.00pm to 10.00pm in the three communal areas during evenings and at weekends. The first floor rooms are now occupied by Reach Care following improvements including the installation of air conditioning, improved security, decoration and new carpeting funded by RLD and this arrangement is working well, and has brought largely redundant space back in to use thereby contributing to a more sustainable operating model.
- 3.3 Currently community use of the centre remains positive with a number of community groups continuing to use the centre, including the Dance School (2 evenings each week and Saturday) and Yoga. New groups are starting to book the centre on a regular basis and children's parties are proving popular with the local community with this type of hire likely to grow in the future with bookings already secured for the later part of 2019. RLD has also recruited a local resident to the position of centre caretaker to open the centre for community groups and to maintain it in good order for the benefit of all users.
- 3.4 Service user facing time is 10.00am to 12.00 noon and 13.00pm to 15.00 pm each day and there is a social evening every Friday night between 6.00pm and 8.30pm where service users enjoy games and activities with support from RLD staff. During the first year of occupation 120 individuals have accessed classes delivered by the RLD. Some service users attend one session a week some attend up to 7 and this has equated to 23,827 user facing hours for the first year. Community use of the centre equated to 905 hours for the year which represents 41% of the available community time which is encouraging and likely to increase moving forwards.
- 3.5 Income from community use was £4,996 for the year with operating costs estimated at £11,104 therefore RLD has subsidised the community use in the first year to the sum of £6,108, however, this is something it is prepared to do in lieu of a rent payment to the Council. Equally hire charges remain competitive to encourage community use and it is anticipated that income will increase over time to reduce the operating deficit in 2019/20.
- 3.6 RLD has reported a dramatic reduction in the levels of Anti-Social Behaviour following a change in operating procedures and improved CCTV provision and will continue to monitor the situation and liaise with Council colleagues to maintain a safer environment for all.
- 3.7 RLD has promoted a number of events which the local community has been invited to and engaged with including the inaugural 'open day', a 'summer sports day' for service users, a 'Christmas Carol' concert, Diabetes screening, a world day for cultural diversity, a fundraising event for a local resident of the estate and a community litter pick by the Women's Group linked to the Council's Cleaner, Safer Greener initiative and served as a base for the Hawtonville 'Day of Action' in March.

4.0 Proposal

- 4.1 That Leisure & Environment Committee note the content of the report and the progress made by RLD following its first year of occupancy of the Hawtonville Community Centre following its relocation in April 2018 as part of a three year tenancy agreement.

5.0 Equalities Implications

5.1 This is primarily a progress report for update and information purposes only and has no anticipated equalities impact in respect of the various protected characteristic groups. RLD is an organisation that delivers services to disabled adults. It also offers community access during evenings and at weekends to the wider community and it is not anticipated that the extension of the tenancy agreement will have any adverse impact in this regard.

6.0 Impact on Budget/Policy Framework

6.1 Day to day operational costs including NNDR, utilities, administration and cleaning staff, minor repairs and statutory health and safety management costs are now the responsibility of RLD and this is offset by it retaining income from user groups subject to an agreed equitable share of any surplus income over expenditure as recommended by Members and as defined within the lease agreement. As can be seen from the report community costs were greater than income generated during the first year of occupation.

6.2 Major repairs and renewals associated with the centre remain with the District Council as landlord and such costs will be managed appropriately and contained within the existing budget provision for the Council's neighbourhood centres.

7.0 Financial Implications (FIN19-20/7438)

7.1 The agreement passports all day to day running costs of the Centre on to RLD, but also allows them to generate the income made by the centre. The impact of this on the budget is zero in terms of the forfeited income against the reduced expenditure. The Council retains liability for the major repairs and renewals for which it currently has budget provision for 2019/20.

There is, within the agreement, a clause relating to a split of the profits made within the facility. Any income from community use made in excess of all expenditure incurred in running the facility will be split equally between the Council and RLD.

8.0 RECOMMENDATION

That Leisure & Environment Committee note the content of the progress report detailing activities and services delivered to the community through Reach Learning Disability's occupation and management of the Hawtonville Community Centre in 2018/19.

Reason for Recommendation

To monitor and review the operational management and sustainability of the Hawtonville Community Centre by RLD.

Background Papers - Nil

For further information please contact Andy Hardy, Senior Health Improvement and Community Relations Officer, on 01636 655708.

Matthew Finch
Director - Communities & Environment

LEISURE & ENVIRONMENT COMMITTEE

25 JUNE 2019

NOTTINGHAMSHIRE LOCAL AUTHORITIES CARE LEAVERS LEISURE OFFER

1.0 Purpose of Report

1.1 To update Members in respect of the progress made for a Nottinghamshire Local Offer for Care Leavers with specific respect to the development of a countywide leisure offer following Policy & Finance Committee's approval to support this initiative at its meeting 21 February 2019.

2.0 Background Information

2.1 There are approximately 70,000 children in care in England at any one time. Many of these young people when they leave care face serious disadvantage in their lives, compared to their peers. While most young people continue to rely on their families long after they are 18, young people leaving care often do so without the support of a loving family. This is the context for Section 2 of the Children & Social Care Act 2017 which requires each local authority (including District Councils) to publish a Local Offer for its care leavers (18 – 25 years). It should provide information about all the services and support, statutory and discretionary that is available to them from each local authority.

2.2 The Local Offer should include details of local authority services and support that could help care leavers' transition to adulthood and independent living in relation to health and well-being, positive relationships, education and training, employment, accommodation and participation in society.

2.3 Through the Nottinghamshire Local Authorities Chief Executives' Group, the County Council and District/Borough Councils agreed to create one joint single Care Leaver Offer for Nottinghamshire.

2.4 Accordingly the Nottinghamshire District and Borough Councils Leisure leads have developed a consistent leisure offer for care Leavers which will provide free access to fitness suites, swimming and exercise classes.

2.5 The offer will broadly follow the current membership process and will be accessible for care leavers up to the age of 25. The care leaver can choose to access the offer independently or with the assistance of their support worker should this be necessary and the intention is to maximise the take up of the offer by the 57 young people currently eligible to have free access to the leisure offer.

3.0 Proposal

3.1 That the Leisure & Environment Committee note the progress made in respect of the Nottinghamshire local authorities leisure offer for care leavers and support the proposal to launch the initiative on 1 July which will be the first co-ordinated countywide offer nationally.

4.0 Equalities Implications

4.1 There are no equality implications in respect of the various protected characteristic groups in connection with this proposal. Active4Today offers leisure opportunities, on behalf of the District Council, to the whole community and it is anticipated that the introduction of this offer for care leavers will be neutral in this respect.

5.0 Impact on Budget/Policy Framework

5.1 The impact on A4T's income forecast will be minimal compared to the potential benefits care leavers will gain should they take advantage of the offer. The number of care leavers is so small that the free offer can comfortably be absorbed by A4T and the offer supports the Community Plan Object 8, 'Reduce levels of deprivation in target areas and remove barriers to social mobility across the district'. Furthermore the impact of the scheme will be closely monitored and reported to Leisure and Environment Committee annually as the scheme progresses in order that the positive impacts of the scheme can be recorded and the offer reviewed as may be appropriate.

7.0 Financial Implications (FIN19-20/582)

7.1 There are no direct financial implications to the Council arising from this report.

8.0 RECOMMENDATION:

That Leisure & Environment Committee note the report.

Reason for Recommendation

To update Members on the progress being made in respect of providing appropriate support to Care Leavers to enhance their quality of life.

Background Papers

Nil

For further information please contact Andy Hardy, Senior Health & Community Relations Officer, on 01636 655708.

Matthew Finch
Director – Communities & Environment

LEISURE & ENVIRONMENT COMMITTEE

25 JUNE 2019

MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE – ANNUAL STATEMENT OF ACCOUNTS

1.0 Purpose of Report

1.1 To present the Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee, to the Leisure & Environment Committee.

2.0 Background Information

2.1 The Councillors' Commission at their meeting held on 4 March 2014 requested that the Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee be presented to the Leisure & Environment Committee for consideration.

3.0 Proposals

3.1 The Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee are attached as **Appendix A**. The relevant Minute from the 28 May 2019 meeting of the Mansfield and District Crematorium Joint Committee is also attached as **Appendix B** for information.

4.0 RECOMMENDATION

That the Leisure & Environment Committee note the Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee.

Reason for Recommendation

In accordance with the recommendation of the 4 March 2014 meeting of the Councillors Commission.

Background Papers

Nil.

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

Karen White

Director - Governance & Organisational Development

**MANSFIELD AND DISTRICT
JOINT CREMATORIUM COMMITTEE**

**ANNUAL REPORT
AND
STATEMENT OF ACCOUNTS
2018/2019**



Mansfield
District Council



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

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1. INTRODUCTION

Mansfield Crematorium was built in the late 1950's as a joint initiative by a group of local authorities who recognised the need for cremation facilities which were easily accessible to the people of the area.

The operation and management of the Crematorium is conducted through a Joint Committee comprising of Mansfield District Council, Ashfield District Council and Newark and Sherwood District Council. The joint use agreement has been revised as circumstances have changed, currently Mansfield and Ashfield District Council's each appoint three executive members to the Joint Committee and Newark and Sherwood District Council appoints three elected members in accordance with the rules on political balance.

Mansfield District Council is the lead authority for the Joint Committee; who holds the contracts of employment for the staff and the legal title to the Crematorium; it's Head of Finance acts as Treasurer of the Committee.

The constituent authorities have given delegated authority to the Joint Committee to determine the capital programme, provided the costs can be met through revenue surpluses or the capital fund.

The operating surplus of the crematorium is distributed to the constituent authorities on the basis of throughput as would any capital expenditure that could not be financed from the Joint Committees own resources.

The Statement of Accounts for the year ended 31 March 2019 have been prepared in accordance with latest Code of Practice on Local Authority Accounting in order to provide the necessary detail for subsequent consolidation into the accounts of the constituent authorities. The format reflects the requirements of the Code of Practice in Local Authority Accounting in the United Kingdom 2018/2019 and the Service Accounting Code of Practice published by the Chartered Institute of Public Finance and Accountancy (CIPFA). This is supported by the International Financial Reporting Standards (IFRS).

These accounts will present:

- An explanation of the Financial Statements
- The Annual Report and a summary of the financial performance
- The Accounting Policies which have been applied in preparing these accounts
- The Core Financial Statements
- Supplementary Financial Statements and Notes to support the accounts

Further Information

If you require any further information concerning the accounts of the Joint Crematorium Committee please contact the Head of Finance at Mansfield District Council, The Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire, NG19 7BH

Telephone 01623 463495 or by email: ASaccountancy@mansfield.gov.uk

2. EXPLANATION OF THE ACCOUNTING STATEMENTS

The Statement of Accounts sets out the Committee's income and expenditure for the 2018/2019 financial year and its financial position at 31 March 2019. It comprises core and supplementary statements, together with disclosure notes.

The Core Financial Statements are:

Movement in Reserves Statement (MiRS) - This is a summary of the changes to the reserves during the course of the year. Reserves are divided into "usable" those which can be invested in capital projects or service improvements and "unusable" which must be set aside for specific purposes.

Comprehensive Income and Expenditure Statement (CIES) - This records all of the Committee's income and expenditure for the year. The top half of the statement provides analysis of income and expenditure. The bottom half of the statement deals with the corporate transactions and funding.

Balance Sheet - The Balance Sheet is a "snapshot" of the financial position of the Committee. It shows the assets, liabilities, cash balances and reserves at the year-end date.

Cash Flow Statement - This statement shows the reasons for the changes in the Committee's cash balances during the year and whether that change is due to operating activities, new investment or financing activities.

The Supplementary Financial Statements are:

Annual Governance Statement - This sets out the Committees' governance structures and its key internal controls.

Other Key Sections:

Statement of Responsibilities - This sets out the respective responsibilities of the Committee and the Treasurer.

Accounting Policies - These explain the treatment and basis of the figures in the accounts in accordance with proper accounting practices.

Notes to the Financial Statements – The Expenditure and Funding Analysis (EFA) shows how annual expenditure is used and funded from resources in comparison with how those resources are consumed or earned. The other notes expand on important points shown in the core financial statements and provide additional information.

Glossary of Terms and Abbreviations - Key terms used throughout this document are explained further within these pages.

3. ANNUAL REPORT AND SUMMARY OF FINANCIAL PERFORMANCE

3.1 Summary of Financial Performance

The Committee approved the budget for 2018/2019 on 15 December 2017 and was revised during 2018/2019 to include approved budget carry forwards from 2017/2018 and budget realignments for 2018/2019.

The actual performance for the year compared to the budgeted controllable income and expenditure is shown in the table below:

Table 1 – Financial Performance 2018/2019

2017/2018		2018/2019		
Actual Outturn £	Income and Expenditure Summary	Revised Budget £	Actual Outturn £	Variance to Budget £
	Income			
-1,729,610	Cremation Fees	-1,828,626	-1,652,329	176,297
-34,301	Other Income	-30,421	-34,697	-4,276
-1,763,911	Gross Income	-1,859,047	-1,687,026	172,021
	Expenditure			
404,968	Employee Costs	380,196	400,321	20,125
182,126	Premises Costs	423,995	318,419	-105,576
164,838	Supplies and Services	176,423	163,519	-12,904
59,273	Support Services	61,435	57,570	-3,865
2,099	Provisions	0	4,710	4,710
343,707	Depreciation and Impairment	106,610	98,972	-7,638
1,157,011	Gross Expenditure	1,148,659	1,043,511	-105,148
-606,900	Net Cost of Service	-710,388	-643,515	66,873
-5,047	Interest Received	-1,860	-8,236	-6,376
-343,707	Reverse Depreciation and Impairment	-106,610	-98,972	7,638
-38,070	Transfer from Usable Reserve	-28,000	-51,535	-23,535
-38,772	Net Pension Interest and Liability	0	-34,041	-34,041
154,189	Transfer to Usable Reserve	46,550	35,991	-10,559
-878,307	Surplus	-800,308	-800,308	0
	Transfer Surplus in Excess of Budget to Usable Reserves	0	0	0
-755,836	Net Surplus for Distribution	-800,308	-800,308	0

The main reasons for the variances between budgeted and actual income and expenditure is summarised below:

3.2 Income

The gross income received during 2018/2019 was £1,687,026 compared to a budget of £1,859,047, a reduction of £172,021 (9.25%). This variance was due to:

- The estimated number of cremations for 2018/2019 was 2,450; the actual number of cremations undertaken was 2,235 which is a reduction of 215 (8.77%). There was an overall decrease in cremation and medical fee income of £157,763 compared to budget.
- As a result of the reduction in the number of cremations, income was reduced for memorial purchases £3,738 and book of remembrance inscriptions £2,995. Income for organist fees also reduced by £11,801 which was also due to the reduction in cremations as well as the reducing demand for this service.
- An additional £4,276 was received for clerical works relating to cemetery administration, public health funeral fees and the purchasing of containers.

3.3 Expenditure

The gross expenditure incurred during 2018/2019 was £1,043,511 compared to the revised budget of £1,148,659, resulting in underspends totalling £105,148 (9.15%). The main reason for the differences are summarised below:

Employee costs - £20,125 higher than budgeted:

- Staff expenses are under-spent by (£20,000) mainly due to staff vacancies in year.
- Due to staff vacancies and the provision of cover for annual leave and sickness absence the overtime and associated national insurance and superannuation costs were £8,160 over budget.
- The crematorium's proportion of the apprenticeship levy was £1,091 for 2018/2019.
- Cost savings for other employee costs e.g. occupational health, training and transport were (£3,167) under budget.
- Pension adjustment, this is the variance between the employers' pension contributions and the pension scheme actuary report as at 31 March 2019. The £34,041 costs are adjusted as below net cost of service cost for pension interest and liability and accounted for by a movement in the pension liability and pension reserve in the balance sheet.

Premises costs - £105,576 lower than budgeted:

- Utility costs were lower than estimated resulting in an under spend of (£14,145).
- National domestic rates for the crematorium was (£2,727) lower than budgeted.
- The costs of cremator repairs was (£75,335) lower than the budget, this is mainly due to only urgent repair work being undertaken in year as major capital works are due to commence in early 2019/2020 to replace faulty abatement equipment.
- Repair and maintenance of buildings, environmental testing, insurance premiums and cleaning materials were underspent by (£5,126).
- Grounds maintenance shows an underspend of (£8,243). The grounds maintenance budget includes £4,000 which was carried forward from 2017/2018

from books/publications and realigned to grounds maintenance during 2018/2019 to help finance boundary fence works. However, this carry forward budget was not required and is to be carried forward into 2019/2020 to part finance video streaming, upgrade to closed circuit TV system and crematorium re-branding works. The £4,000 is currently held within general reserves.

Supplies and Services £12,904 lower than budgeted:

- Due to problems with the abatement equipment, the 50% target for abated cremations was not met this financial year. As a result of this target not being met in 2018/2019, tradable mercury abated cremations (tmac's) had to be purchased from the Crematoria Abatement of Mercury Emissions Organisation (CAMEO) scheme to meet the 50% target. 937 tmac's have been purchased costing £51,535. In September 2018 the Committee approved that these costs were to be financed from the general reserve.
- The budget for equipment acquisitions £22,000 and books/publications £2,000 were carried forward from 2017/2018. During the financial year preparation works have taken place to ensure the Wi-Fi signal at the crematorium site and cabling were upgraded to accommodate video streaming. Also works re-branding the crematorium have delayed the replacement of hymn books etc. until 2019/2020. This carry forward budget was not required in 2018/2019 and is to be carried forward into 2019/2020 to part finance video streaming, upgrade to CCTV system and crematorium re-branding works/printing. The (£24,000) unused budget is currently held within general reserves.
- Underspends of (£4,462) for printing, (£2,282) for stationery and (£2,347) for advertising are due to the decision to re-brand the crematorium to modernise the service and to create a new public image in light of increased competition. The new image will be incorporated in 2019/2020.
- A £2,000 budget was approved for external audit works as advised by Smaller Authorities Audit Appointments Ltd (SAAA) as well as the expected fee of £2,000 being accrued at the end of the 2017/2018 financial year. However during 2018/2019 the SAAA advised that the Committee had been incorrectly advised that an external audit was required. There is a (£4,000) saving in 2018/2019 comprising of the allocated budget and creditor accrual from 2017/2018.
- Due to the reduction in the number of cremations there are several expenditure items which are below budget. These are medical fees (£3,644), temporary memorials (£6,310) and organist fees (6,457).
- Other running costs are showing an under spend of (£10,937).

Support Services £3,865 lower than budgeted:

- This is mainly due to less demand for the services of Mansfield District Council's Design Services team.

Provisions £4,710 higher than budgeted:

- This is the increase in the bad debt provision required from 31 March 2018 to 31 March 2019 and is based on the value and age of the outstanding debtors invoices. This money is held in a provision and would only be used should any of the outstanding debtor accounts need to be written off.

Depreciation and Impairment £7,638 lower than budgeted:

- The original budgets for depreciation and impairment comprised of £106,610 for depreciation and £0 for impairment, as no capital works were expected in the year. The depreciation was based on the 2017/2018 annual level. Due to the purchasing of land and car park works undertaken in 2017/2018 the assets of the crematorium were revalued as at 1 April 2018 by the District Valuer. This resulted in the depreciation charge increasing to £126,271 and an impairment adjustment of (£27,299). The total depreciation and impairment costs are financed from unusable reserves and are shown within the reverse depreciation and impairment value, these charges do not impact on the net surplus for the crematorium.

Interest Received £6,375 higher than budgeted:

- This is mainly due to an increase in interest rates during the year and the capital works to replace the abatement equipment taking place in 2019/2020 rather than 2018/2019.

Reverse Depreciation and Impairment £7,638 lower than budgeted:

- This is the reversal of the depreciation and impairment costs which are financed from unusable reserves, these charges do not impact on the net surplus for the crematorium.

Transfer from Useable Reserves £23,535 higher than budgeted:

- The budget of (£28,000) related to the carry-forwards from 2017/2018 as detailed in premises and supplies and services sections above. This budget was not required to finance expenditure incurred in 2018/2019 and is to be held in the general reserve until 2019/2020. However, in September 2018 the Committee approved that the CAMEO fees £51,535, as detailed in supplies and services above, are to be financed from the general reserve.

Pension Interest and Liability £34,041 higher than budgeted:

- As detailed in employee costs above this is the variance between the employers pension contributions and the pension scheme actuary report as at 31 March 2019 and the interest on the pension liability. This is accounted for by a movement in the pension liability and pension reserve in the balance sheet.

Transfer to Useable Reserves £10,559 lower than budgeted:

- The budget of £46,550 related to a one off increase in cremation fees of £19.00 per cremation (fees increased by 8% rather than 5%) in 2018/2019 to generate additional income for the capital fund to ensure there were sufficient funds for the £750,000 capital budget required in 2019/2020 for abatement equipment works. This budget was based on 2,450 cremations which were expected to generate an additional £46,550 in income. The actual number of cremations processed in 2018/2019 dropped by 215 to 2,235, which only generated £42,465 additional cremation fee income. However, after all transactions in the accounts had been processed and the budgeted surplus distributed, there was only £35,991 excess income to expenditure available to transfer to the capital fund, this reduction is mainly due to the reduced number of cremations processed in the year.

3.4 Annual Surplus

The Committee approved in December 2017 to only allocate the budgeted surplus to the three constituent authorities on an annual throughput basis. The budgeted surplus for 2018/2019 is £800,308.

3.5 Number of Cremations

The following table shows the number of cremations conducted during the last five years by area of origin:

Table 2

Year	Ashfield	Mansfield	Newark & Sherwood	Out of Area	Total	% Change
2018/2019	826	859	130	420	2,235	-11.1%
2017/2018	888	1,012	169	445	2,514	-4.2%
2016/2017	823	964	232	604	2,623	5.2%
2015/2016	863	831	207	592	2,493	-11.3%
2014/2015	915	889	211	797	2,812	0.0%

Table 2 above shows that in 2018/2019 there have been;

- a decrease in Ashfield's area of 62 (7%)
- a decrease in Mansfield's area of 153 (15%)
- a decrease in Newark & Sherwood's area of 39 (23%) and
- a decrease in other areas of 25 (6%)

The reason for these changes is not conclusive, but recently opened crematoria on the Newark & Sherwood border at Retford, could potentially be impacting on the number out of area cremations and those on the Newark & Sherwood borders. As can be seen from the yearly figures for each area, there are fluctuations from year to year which shows both increases and decreases.

3.6 Surplus Distribution

The annual surplus to be distributed to the three constituent authorities is calculated based on the number of cremations conducted within each area during the year (2018/2019), as shown in the table below:

Table 3

District	Number of Cremations	%	Surplus
Mansfield	859	47.33%	£378,786
Ashfield	826	45.51%	£364,220
Newark & Sherwood	130	7.16%	£57,302
TOTAL	1,815	100%	£800,308

3.7 Balance Sheet Review

The Balance Sheet shows the value of assets and liabilities recognised by the Committee as at the Balance Sheet date. It indicates how much is owed to the Committee and how much the Committee owes to others, together with summarised information on the assets held and the financing of those assets. The net assets of the Committee (assets less liabilities) are matched by the reserves held. During 2018/2019 the net assets of the Committee have increased by £285,983. The significant points are summarised below and further details are provided in the notes to the accounts.

3.7.1 Long Term Assets - Property, Plant and Equipment

Revaluation

Due to recent land purchases and car park infrastructure works, the Crematorium land, buildings and equipment were re-valued during the course of 2018/2019 (1 April 2018) by the District Valuation Office. The revised valuations and asset lives are shown in table 4 below:

Table 4 – 2018/2019 Revaluation

Component	Depreciated Replacement Cost £	Remaining Life (Years)
Structure	1,038,750	24
Cremator (Special Installations)	1,078,870	13
Land	285,699	
TOTAL	2,403,319	18

The closing net book value of the assets at 31 March 2018 was £1,993,480. The result of this revaluation is an increase in the value of the assets of £409,839. Surpluses/deficits arising from the valuation of non-current assets are credited or debited to the Revaluation Reserve Account.

Depreciation

The comprehensive income and expenditure statement has an annual capital charge (depreciation) of £126,271 for assets used in the provision of the service. The value of the assets is reduced by the depreciation charge, further details are provided in the Notes to the accounts. The charge for depreciation does not affect the amounts available for distribution under the current policy.

Capital Expenditure

There was no capital budget or expenditure in 2018/2019. There is a capital budget of £750,000 in the 2019/2020 financial year for works to remove and update the cremator abatement equipment.

3.7.2 Current Assets

Cash and Investments - The Committee's investment activity is carried out by Mansfield District Council. Any surplus monies are invested and are shown on the balance sheet. Interest is earned on the cash balance and is credited to the comprehensive income and expenditure statement. The cash balance has increased by £84,210 during the year to £1,691,339.

Short Term Debtors have decreased by £18,995, this is mainly due to a decrease in the invoices raised in March 2019 compared to March 2018. Further details are included in the notes to the accounts.

3.7.3 Current Liabilities

Short term creditors – The amounts the Committee owes to others at 31 March 2019 has increased by £60,799 to £874,470. This is mainly due to the value of surplus which will be distributed to the three constituent authorities during 2019/2020, being £800,308 compared to £755,836 in the previous year and an increase of £16,327 in outstanding invoices to be paid for 2018/2019.

3.7.4 Long Term Liabilities

Pension Liability -The Committee is a Member of the Nottinghamshire County Council Pension Fund and the assets and liabilities of the fund attributable to the Committee are evaluated on an annual basis by an independent actuary. As assessed by the actuary the Committee's overall position during 2018/2019 shows an increase in the liability from £1,223,000 to £1,225,001. A statutory accounting adjustment for £2,001 is therefore reflected in the accounts and has no impact on the overall surplus. Further information is provided in note 9 to the accounts.

3.7.5 Reserves

Reserves are split between those that are usable and those that are accounting reserves and not available to support expenditure. The general reserve has decreased by £51,535 to £248,366, this decrease relates to the payment to CAMEO to purchase tmac's detailed in 3.3 supplies and services. The capital fund has increased by £35,991 to £800,698, this increase relates to the additional income generated through the higher cremation fee increase in 2018 as detailed in 3.3 transfer to useable reserves. Further details of the movement and balances held in reserves are provided in the statement of accounts.

THE STATEMENT OF RESPONSIBILITY FOR THE STATEMENT OF ACCOUNTS

1. TREASURERS RESPONSIBILITIES

The Treasurer of the Committee is responsible for the preparation of the Committee's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/2019 (the CODE).

In preparing this Statement of Accounts, the Treasurer has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with the local authority Code.

The Treasurer has also throughout the year:

- Maintained proper accounting records which were kept up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

CERTIFICATE

I certify that the Statement of Accounts 2018/2019 presents a true and fair view of the financial position of Mansfield and District Joint Crematorium Committee and its income and expenditure for the year ended 31 March 2019.

Signed.....

Date:

D Edwards CPFA

Treasurer of the Mansfield and District Joint Crematorium Committee

2. JOINT COMMITTEE'S RESPONSIBILITIES

The Joint Committee is required to:

- Make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. The Joint Committee has appointed a Treasurer.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- Approve the Statement of Accounts.

CERTIFICATE

The Statement of Accounts for the year 1 April 2018 to 31 March 2019 has been prepared and I confirm that these accounts were approved by Mansfield and District Joint Crematorium Committee at the meeting held on 28 May 2019.

Signed.....

Date:

Chair of Mansfield and District Joint Crematorium Committee

STATEMENT OF ACCOUNTING POLICIES

1. General Principles

The Statement of Accounts summarises the Committees transactions for the 2018/2019 financial year and its position at the year end of 31 March 2019.

The Accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/2019, based on International Financial Reporting Standards (IFRS) and the Service Reporting Code of Practice for Local Authorities 2018/2019.

2. Accrual of Income and Expenditure

The accounts of the Joint Committee have been prepared on an accrual of income and expenditure basis in accordance with the Code of Practice on Local Authority Accounting. This ensures activity is accounted for in the year that it takes place, not when cash payments are made or received.

Creditors - Payments to creditors are included in the accounts where the payments relate to goods or services received prior to 1 April 2019. Any payments in advance (before 1 April 2019), which relate to the 2019/2020 financial year are shown as prepayments.

One exception to this relates to electricity and similar periodic payments. These are included as at the date of meter readings rather than apportioned between two financial years. This policy is consistently applied each year and therefore does not have a material effect on the accounts.

Debtors - Income from debtors is included for amounts where the income relates to goods and services provided by the Crematorium prior to 31 March 2019. Any income received before 1 April 2019, which relates to the 2019/2020 financial year is shown as receipts in advance. This policy is consistently applied each year and therefore does not have a material effect on the accounts.

3. Cash and Cash Equivalents

Balances classified as 'Cash and Cash Equivalents' fit the definition of being short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

4. Property, Plant and Equipment

Assets that have a physical substance and are held for use in the provision of services on a continuing basis and that are expected to be used during more than one financial year are classified as property, plant and equipment.

Acquisitions of assets which are less than £10,000 (the Committee's de minimus level) are charged straight to the Comprehensive Income and Expenditure Statement.

Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis.

Assets included in the Balance Sheet at fair value are revalued on a regular basis to ensure that their carrying amount is not materially different from their fair value at the year end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains.

5. Depreciation and Impairment

In accordance with International Accounting Standard IAS16 depreciation has been provided for on all non-current assets with a finite useful life. Land is not depreciated as this is deemed as having an infinite life.

Where assets, such as buildings have land attached, the values are separated and depreciated accordingly. Where an item of Property, Plant and Equipment has major components, whose cost is significant in relation to the total cost of the item, the components are depreciated separately

Assets are depreciated from the year of acquisition using the straight-line method over the following periods:

Asset	Remaining Useful Life (Years)
Buildings	24
Equipment	13

Impairment

The values of each category of assets are reviewed at the end of each financial year for evidence of reductions in value. Where impairment is identified as part of this review or as a result of a valuation exercise, this is accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against this balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

6. Charges to Revenue for Non-Current Assets

The Service has been charged with the following amounts to record the cost of holding non-current assets during the year;

- Depreciation attributable to the assets used by the service
- Revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off
- Amortisation of intangible assets attributable to the service.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve into the Capital Adjustment Account.

The Committee is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisation and are therefore removed by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement.

7. Administration and Management Costs

A charge is made by Mansfield District Council to reflect the appropriate percentage of time spent by employees on Crematorium affairs.

8. Employee Benefits

Benefits Payable during Employment

Short-term employee benefits are those due to be settled within 12 months of the year end. They include such benefits as wages and salaries, paid annual leave, paid sick leave and bonuses for current employees. These are recognised as an expense for the service in the year in which employees render service to the Committee.

Post-Employment Benefits

Employees of the Mansfield and District Crematorium are Members of The Local Government Pensions Scheme, administered by Nottinghamshire County Council. The scheme provides defined benefits to Members (retirement lump sums and pensions) earned as employees worked for the Committee.

The Local Government Scheme is accounted for as a defined benefits scheme:

- The liabilities of the Nottinghamshire County Council pension fund attributable to the Committee are included in the Balance Sheet on an actuarial basis using the projected unit method, that is an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc. and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate that reflects the time value of money and the characteristics of the liability.

- The assets of the Nottinghamshire County Council Pension Fund attributable to the Committee are included in the Balance Sheet at their fair value.

The change in the net pension liability is analysed into the following components:

Service cost comprising:

- Current Service Cost - The increase in liabilities as a result of years of service earned this year; included in the Comprehensive Income and Expenditure Statement.
- Past Service Cost - The increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years; debited the Comprehensive Income and Expenditure Statement.
- Net interest on the net defined benefit liability/asset - for example net interest expense for the Committee, the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement; this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined liability (asset) at the beginning of the period, taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.

Re-measurement comprising:

- The return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset); charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions; charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- Contributions paid to the Nottinghamshire County Council pension fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, the General Reserve is charged with the amount payable by the Committee to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards.

In the Movement in Reserves Statement, this means that there are transfers to and from the Pension Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year end.

The negative balance that arises on the Pension Reserve thereby measures the beneficial impact to the Committee of being required to account for retirement benefits on the basis of cash flows rather than as the benefits are earned by employees. The Pension Reserve is currently showing a higher balance than the Pension Liability in the balance sheet due to the prepayment of the three year pension lump sum in April 2017. The variance equates to the amount prepaid for the contributions relating to 2019/2020.

Discretionary Benefits

The Committee may also make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any Member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

9. Financial Instruments

A Financial Instrument is any contract that gives rise to a financial asset in one entity and a financial liability in another. These are accounted for in accordance with International Accounting Standards dealing with disclosure, presentation, recognition and measurement.

Financial assets include debtors, payments in advance, investments and cash (either in hand or at the bank). The Committee's investment activity is carried out by Mansfield District Council. Any surplus monies are invested and are shown in the balance sheet at 31 March as cash and cash equivalents, but adjusted for any interest earned but not received before the end of the financial year. Interest earned on investments is credited to Financing and Investment Activity in the Comprehensive Income and Expenditure Statement.

Financial liabilities comprise of long term borrowing and creditors.

10. Reserves

Reserves are reported in two categories;

- **Usable Reserves** – These are reserves which the Joint Committee may use to provide services, subject to the need to provide a prudent level of reserves and any statutory limitations on their use.
- **Unusable Reserves** – The Joint Committee is not able to use these reserves to provide services. This category of reserves hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold.

In accordance with the latest Code of Practice on Local Authority Accounting, two capital reserve accounts are to be maintained in the Balance Sheet; both of these accounts are regarded as unusable reserves:

- **Revaluation Reserve** – This principally represents the balance of the surpluses or deficits arising from the periodic revaluation of non-current assets.
- **Capital Adjustment Account** – This represents amounts set aside to finance expenditure on non-current assets.

There is a further unusable reserve account;

The Pension Reserve – This represents the value of the pension fund assets and liabilities. The Pension Reserve is currently showing a higher balance than the Pension Liability in the balance sheet due to the prepayment of the three year

pension lump sum in April 2017. The variance equates to the amount prepaid for the contributions relating to 2019/2020.

There are two usable reserves in operation:

- **Capital Fund** – This reserve represents amounts set aside to finance expenditure on non-current assets.
- **General Reserve** – This represents the balance of the undistributed surpluses.

The Committee sets aside specific amounts as reserves for future purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserve Statement so that there is no net charge for the expenditure.

11. Value Added Tax

The activities of the Joint Crematorium Committee fall within Mansfield District Councils VAT registration under lead body partnership. VAT is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs (HMRC).

With Mansfield District Council being the financial lead authority, during 2018/2019 concerns were raised when the capital budget of £750,000 to replace the abatement equipment was approved for 2019/2020 as the expenditure and accounting for VAT as the lead body will result in the breach of its test of insignificance for partial exemption. Proposals were submitted to HMRC to allow each authority to share the Crematorium income and expenditure in each of the authorities partial exemption calculation based in the annual throughput. As all 3 constituent authorities are VAT registered as well as being section 33 bodies, HMRC have approved this method of accounting for VAT based on a management board or committee approach. This change will be adopted from 1 April 2019.

12. Fundamental Accounting Concepts

This Statement of Accounts has been prepared according with the International Accounting Standards Board (IASB) Framework for the Preparation and Presentation of Financial Statements (the IASB Framework) as interpreted by the Code.

Relevance - The objective of the Statement of Accounts is to provide information about the Committee's financial performance and position that is useful for assessing the stewardship of public funds and for making economic decisions.

Reliability - The key requirement of this statement is that users are able to rely on the information contained within the Statement of Accounts. A number of fundamental accounting concepts are applied in order to ensure this reliability – The Statement of Accounts:

- Has been prepared to reflect the reality or substance of each transaction rather than their formal legal character.
- Is free from deliberate or systematic bias. The financial analyses contained within the accounts are based on fact and do not support any particular view point.
- Is free from material error, containing no misstatement that would influence the conclusions of any user.
- Has been produced within the bounds of materiality, meaning that nothing has been omitted that may have assisted users in gaining an understanding of the Committee's activities.

Where uncertainty exists, the statements have been prepared prudently and caution has been applied with exercising judgement and making necessary estimates.

Understandability - The accounting principles of the Code includes accounting concepts, treatments and terminology which require reasonable knowledge of accounting and local government and reasonable diligence in reading the Statement of Accounts if they are to be properly understood. However all reasonable efforts have been taken in the preparation of the Statement of Accounts to ensure they are as easy to understand as possible.

Going Concern - This statement has been prepared on a '**going concern**' basis, under the assumption that the Committee will continue to exist and operate on its current basis for the foreseeable future.

Primacy of Legislative Requirements - Local authorities derive their powers from statute and their financial and accounting framework is closely controlled by primary and secondary legislation. To the extent that treatments are prescribed by law the accounting concepts outlined above may not apply in all cases. It is a fundamental principle of local authority accounting that, where specific legislative requirements and accounting principles conflict, legislative requirements shall apply.

THE CORE FINANCIAL STATEMENTS

Movement in Reserves Statement (MiRS)

This statement shows how the movement in the year on the Committee's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the adjustments necessary to calculate the amounts available for distribution to constituent authorities.

2018/2019	General Reserve £	Capital Fund £	Total Usable Reserves £	Pension Reserve £	Revaluation Reserve £	Capital Adjustment £	Unusable Reserves £	Total Reserves £
Balance as at 31 March 2018	299,901	764,707	1,064,608	-1,262,919	97,413	1,896,067	730,561	1,795,169
Movement in reserves during 2018/2019								
Surplus/ (-) Deficit on the Provision of Services	584,760	35,991	620,751	83,000	382,540	0	465,540	1,086,291
Less Surplus Distribution	-800,308	0	-800,308	0	0	0	0	-800,308
Total Comprehensive Income and Expenditure	-215,548	35,991	-179,557	83,000	382,540	0	465,540	285,983
Adjustment between Accounting basis and funding basis under regulations (Table A.)	164,013	0	164,013	-65,041	-18,556	-80,416	-164,013	0
Transfers to/(-)from Reserves (see Notes 13 & 14)	-51,535	35,991	-15,544	17,959	363,984	-80,416	301,527	285,983
Balance at 31 March 2019 carried forward	248,366	800,698	1,049,064	-1,244,960	461,397	1,815,651	1,032,088	2,081,152

The movement in reserves for 2017/2018 for comparison purposes is set out below:

2017/2018	General Reserve £	Capital Fund £	Total Usable Reserves £	Pension Reserve £	Revaluation Reserve £	Capital Adjustment £	Unusable Reserves £	Total Reserves £
Balance as at 31 March 2017	187,500	1,131,515	1,319,015	-1,273,000	103,627	1,740,563	571,190	1,890,205
Movement in reserves during 2017/2018								
Surplus/ (-) Deficit on the Provision of Services	451,758	126,189	577,947	82,853	0	0	82,853	660,800
Less Surplus Distribution	-755,836	0	-755,836	0	0	0	0	-755,836
Total Comprehensive Income and Expenditure	-304,078	126,189	-177,889	82,853	0	0	82,853	-95,036
Adjustment between Accounting basis and funding basis under regulations (Table A.)	416,479	-492,997	-76,518	-72,772	-6,214	155,504	76,518	0
Transfers to/(-)from Reserves (see Notes 13 & 14)	112,401	-366,808	-254,407	10,081	-6,214	155,504	159,371	-95,036
Balance at 31 March 2018 carried forward	299,901	764,707	1,064,608	-1,262,919	97,413	1,896,067	730,561	1,795,169

Table A. Adjustments between accounting basis and funding basis under regulations

This table details the adjustments that are made to the comprehensive income and expenditure statement (CIES) in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Committee to meet future capital and revenue expenditure.

2018/2019	General Fund Balance £	Capital Fund £	Movement in Usable Reserve £	Pension Reserve £	Revaluation Reserve £	Capital Adjustment Account £	Movement in Unusable Reserve £
Adjustments primarily involving the Capital Adjustment Account:							
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:							
Charges for depreciation and impairment of non-current assets	-98,972	0	-98,972	0	0	126,271	126,271
Revaluation on Property, Plant and Equipment	0	0	0	0	18,556	-45,855	-27,299
Financing Capital Expenditure	0	0	0	0	0	0	0
Capital grants and contributions applied	0	0	0	0	0	0	0
Revenue expenditure funded from capital under statute	0	0	0	0	0	0	0
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:							
Statutory provision for the financing of capital investment	0	0	0	0	0	0	0
Voluntary provision for the repayment of debt	0	0	0	0	0	0	0
Capital expenditure charged against the General Fund and HRA balances	0	0	0	0	0	0	0
Adjustments primarily involving the Pension Reserve:							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	0	0	0	0	0	0	0
Employer's pensions contributions and direct payments to pensioners payable in the year	-65,041	0	-65,041	65,041	0	0	65,041
Pension Lump Sum Year 3	0	0	0	0	0	0	0
Total Adjustments	-164,013	0	-164,013	65,041	18,556	80,416	164,013

2017/2018	General Fund Balance £	Capital Fund £	Movement in Usable Reserve £	Pension Reserve £	Revaluation Reserve £	Capital Adjustment Account £	Movement in Unusable Reserve £
Adjustments primarily involving the Capital Adjustment Account:							
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:							
Charges for depreciation and impairment of non-current assets	-343,707	0	-343,707	0	0	-155,504	-155,504
Revaluation on Property, Plant and Equipment	0	0	0	0	6,214	0	6,214
Financing Capital Expenditure	0	492,997	492,997	0	0	0	0
Capital grants and contributions applied	0	0	0	0	0	0	0
Revenue expenditure funded from capital under statute	0	0	0	0	0	0	0
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:							
Statutory provision for the financing of capital investment	0	0	0	0	0	0	0
Voluntary provision for the repayment of debt	0	0	0	0	0	0	0
Capital expenditure charged against the General Fund and HRA balances	0	0	0	0	0	0	0
Adjustments primarily involving the Pension Reserve:							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	-142,000	0	-142,000	142,000	0	0	142,000
Employer's pensions contributions and direct payments to pensioners payable in the year	108,000	0	108,000	-108,000	0	0	-108,000
Pension Lump Sum Year 2 & 3	-38,772	0	-38,772	38,772	0	0	38,772
Total Adjustments	-416,479	492,997	76,518	72,772	6,214	-155,504	-76,518

Comprehensive Income and Expenditure Statement (CIES)

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation.

Comprehensive Income and Expenditure Statement (CIES)			
2017/2018		Note	2018/2019
£			£
	Income		
-1,729,610	Fees and Charges		-1,652,329
-34,301	Other Income		-34,697
-1,763,911	Gross Income	2	-1,687,026
	Expenditure		
404,968	Employee Expenses	3	400,321
182,126	Premises Related Expenses	4	318,419
164,838	Supplies and Services	5	163,519
2,099	Allowance for Bad Debts	7	4,710
59,273	Central Support Services	9	57,570
343,707	Depreciation and Impairment	10	98,972
1,157,011	Gross Expenditure		1,043,511
-606,900	Net Cost of Services		-643,515
0	Other Operating Expenditure		0
28,953	Financing and Investment Income and Expenditure	11	22,764
0	Taxation and Non-Specific Grant Income		0
-577,947	Surplus / Deficit on Provision of Services		-620,751
0	Surplus or Deficit on revaluation of Property, Plant and Equipment Assets	14	-382,540
0	Impairment Losses on non-current assets charged to the Revaluation Reserve		0
-82,853	Remeasurement of the net defined benefit liability/(asset)	12	-83,000
-82,853	Other Comprehensive Income and Expenditure		-465,540
-660,800	Total Comprehensive Income and Expenditure (Prior to Surplus Distribution)	16	-1,086,291
369,679	Mansfield District Council		378,786
324,405	Ashfield District Council		364,220
61,752	Newark & Sherwood District Council		57,302
755,836	Distribution of Surplus	16	800,308
95,036	Total Comprehensive Income and Expenditure Statement (After Surplus Distribution)		-285,983

Balance Sheet as at 31 March 2019

The Balance Sheet shows the value as at the balance sheet date of the assets and liabilities recognised by the Committee. The net assets of the Committee (assets less liabilities) are matched by the reserves held by the Committee. Reserves are reported in two categories:

Usable reserves: Those reserves that the Committee may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use.

Unusable reserves: Those that the Committee is not able to use to provide services. This category includes reserves that hold unrealised gains and losses (for example the revaluation reserve) where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the movement in reserves statement line 'Adjustments between accounting basis and funding basis under regulations'.

The Balance Sheet as at 31 March 2019 is presented below:

Balance Sheet			
2017/2018 £		Note	2018/2019 £
1,993,480	Property, Plant and Equipment	10	2,277,048
1,993,480	Long Term Assets		2,277,048
231,231	Short Term Debtors	6	212,236
1,607,129	Cash and Cash Equivalents	15	1,691,339
1,838,360	Current Assets		1,903,575
-813,671	Short Term Creditors	8	-874,470
-813,671	Current Liabilities		-874,470
-1,223,000	Net Pension Liability	12	-1,225,001
-1,223,000	Long Term Liabilities		-1,225,001
1,795,169	Net Assets		2,081,152
	Financed by:		
764,707	Capital Fund		800,698
299,901	General Reserve		248,366
1,064,608	Usable Reserves	13	1,049,064
97,413	Revaluation Reserve		461,397
1,896,067	Capital Adjustment Account		1,815,651
-1,262,919	Pension Reserve		-1,244,960
730,561	Unusable Reserves	14	1,032,088
1,795,169	Total Reserves		2,081,152

Cash Flow Statement

The cash flow statement shows the changes in cash and cash equivalents of the Committee during the reporting period. The statement shows how the Committee generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Committee are funded by way of charges to the recipients of services provided by the Committee.

Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Committee's future service delivery.

Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Committee.

Cash Flow Statement		
2017/2018		2018/2019
£		£
95,036	Net surplus (-) / deficit on the provision of services	-285,983
	Adjustment to net surplus / deficit on the provision of services:	
149,290	Depreciation & Impairment	283,568
61,131	Creditors	-60,799
10,116	Debtors	-18,995
50,000	Pension Liability	-2,001
-232,050	Adjustments for items in the net surplus / (-) deficit on the provision of services that are investing and financing activities	8,236
133,523	Net Cash flows from operating activities	-75,974
237,097	Investing Activities	0
-5,047	Financing Activities	-8,236
365,573	Net increase (-)/ decrease in cash and cash equivalents	-84,210
1,972,702	Cash and Cash equivalents at the beginning of the reporting period	1,607,129
1,607,129	Cash and Cash equivalents at the end of the reporting period	1,691,339
365,573	Movement in Cash and Cash Equivalents increase(-) / decrease	-84,210

NOTES TO THE ACCOUNTS

1. EXPENDITURE AND FUNDING ANALYSIS (EFA)

The expenditure and funding analysis shows how the annual expenditure is used and funded from the income obtained from charges in comparison with those resources consumed or earned by the Committee in accordance with generally accepted accounting policies.

Expenditure and Funding Analysis (EFA)						
2017/2018			2018/2019			
Net Expenditure Chargeable to the General Fund Balances	Adjustments between Funding and Accounting basis (Table A)	Net Expenditure in the Comprehensive Income and Expenditure Statement		Net Expenditure Chargeable to the General Fund Balances	Adjustments between Funding and Accounting basis (Table A)	Net Expenditure in the Comprehensive Income and Expenditure Statement
£	£	£		£	£	£
-1,763,911	0	-1,763,911	Gross Income	-1,687,026	0	-1,687,026
769,485	416,479	1,185,964	Gross Expenditure	902,262	164,013	1,066,275
-994,426	416,479	-577,947	Net Cost of Service	-784,764	164,013	-620,751
0	0	0	Other Income and Expenditure	0	0	0
-994,426	416,479	-577,947	(-) Surplus or Deficit	-784,764	164,013	-620,751
755,836	0	755,836	Distribution of Surplus	800,308	0	800,308
-238,590	416,479	177,889	Net (-) Surplus or Deficit	15,544	164,013	179,557
-187,500			Opening General Fund Balance	-299,901		
-238,590			(-) Surplus or Deficit in Year	15,544		
126,189			Transferred to Capital Reserve	35,991		
-299,901			Closing General Fund Balance	-248,366		

2. GROSS INCOME

The total income received during 2018/2019 was £1,687,026 compared to £1,763,911 in 2017/2018. This represents a decrease of £76,885 (4.35%).

- The Committee aims to fix fees which are not only competitive with those of surrounding crematoria, but which also covers operating costs. The policy in 2018/2019 was to increase the fee for a standard single adult cremation by £51 (8%) from £635 (2017/2018) to £686 (this excludes medical referee fees).
- The number of cremations decreased by 279 (11.09%) from 2,514 in 2017/2018 to 2,235 in 2018/2019. When setting the budget for 2017/2018 the number of cremations was estimated at 2,450.

2017/2018 £	Gross Income	2018/2019 £
-1,588,048	Cremation Fees	-1,526,370
-47,212	Medical Fees	-41,892
-42,745	Memorials	-41,893
-27,762	Organist	-20,199
-23,843	Book of Remembrance Inscriptions	-21,975
-1,729,610	Fees and Charges	-1,652,329
-29,997	Recharge to Cemeteries MDC	-30,377
-4,140	S46 Burial of the Destitute Admin Fees	-3,780
-164	Containers	-540
0	CAMEO	0
-34,301	Other Income	-34,697
-1,763,911	Gross Income	-1,687,026

3. EMPLOYEE COSTS

Employee expenses are lower than 2017/2018 by £4,647, this is mainly due to a reduction in the pension adjustment. The pension adjustment reflects the cost of service in the actuary report. The pension payments for 2018/2019 have been accounted for below the net cost of service and within the balance sheet so as not to affect the annual surplus calculations.

2017/2018 £	Employee Expenses	2018/2019 £
250,904	Basic Pay	250,411
21,259	Overtime	22,481
21,271	National Insurance	21,822
108,000	IAS19 Pension Adjustments	103,883
1,088	Apprenticeship Levy	1,091
2,446	Other Employee Costs	633
404,968	Total	400,321

4. PREMISES COSTS

Premises costs are higher than 2017/2018 by £136,293, this is mainly due to:

- The NDR-Business Rates for 2017/2018 included a backdated refund and rateable value adjustment. The cost in 2018/2019 is the annual invoice amount.
- Water charges have increased in 2018/2019 due to meter readings being estimated for a number of years, current charges based on up to date actual readings.
- External painting works undertaken during 2017/2018 will not need to be undertaken for a number of years.
- Cremator repairs and maintenance costs vary from year to year depending on the number of services required and parts that require replacing.

2017/2018 £	Premises Related Expenditure	2018/2019 £
-14,584	NDR - Business Rates	87,902
159	Rent	159
14,072	Insurance	14,636
42,309	Electricity	47,290
37,488	Gas	39,831
6,181	Water	18,734
5,351	Cleaning Materials	4,319
32,595	Cremator Repairs and Maintenance	53,426
28,226	Building Repairs and Maintenance	29,925
13,239	External Painting	0
17,090	Grounds Maintenance	22,197
182,126	Total	318,419

5. SUPPLIES AND SERVICES

There is an decrease in supplies and service costs in 2018/2019 of £1,319 compared to 2017/2018. This is mainly due to the reduction in expenditure for medical fees, organist and memorials (£11,523) which are directly affected by the drop in the number of cremations. Some expenses incurred in 2017/2018 were ad-hoc and not required in 2018/2019 e.g. external audit fees and valuation appeal fees (£10,999). However, these savings were offset by increased CAMEO fees of £18,993 and minor variances in other expenditure items of £2,210.

2017/2018 £	Supplies and Services	2018/2019 £
47,342	Fees - Medical referees	41,681
18,199	Fees - Organist	13,543
6,395	Memorial plaques	5,190
7,655	Book of Remembrance - inscriptions	8,163
2,361	Caskets / Containers	3,362
1,583	Audit Fees to Newark & Sherwood DC	1,583
2,000	External Audit Fees	-2,000
6,999	Valuation Appeal Fee	0
32,542	CAMEO Contributions	51,535
8,240	Computer Maintenance and support	8,240
0	Computer Hardware	397
5,597	Printing & Stationery	5,256
6,117	Telephones	6,225
2,331	Tools, Equipment & First Aid supplies	2,142
2,770	Furniture / Office Equipment	4,253
2,583	Uniforms	2,728
2,744	Postages	2,838
2,000	JCC Committee Fees	2,000
2,106	Subscriptions	2,228
1,590	Skips and Waste Collections	700
2,951	Advertising	2,303
239	Contributions	225
0	Valuation Fee	500
494	Hire of vending machines	427
164,838	Total	163,519

6. DEBTORS

The total debtors outstanding has decreased by £18,995, this is mainly due to the decrease in the level of outstanding funeral director invoices. There has been an increase in the bad debt provision due to the value of older debtors. Within the over 85 day category are invoices totalling £2,614 which are for a funeral company that is currently in administration. It is unlikely that this debt will be recovered and will need to be written off through the bad debt provision.

SUMMARY OF THE DEBTORS OUTSTANDING

2017/2018 £	Short Term Debtors	2018/2019 £
241,359	Funeral Directors	227,794
2,160	Other Local Authorities	1,440
-12,288	Bad Debt Provision	-16,998
231,231	Total Debtors at 31 March	212,236

AGEING OF DEBTS OUTSTANDING

2017/2018 £	Debtors Summary	2018/2019 £	Change £
10,481	Ageing: Over 85 days	18,723	8,242
58,102	29 to 84 days	66,047	7,945
174,936	1 to 28 days	144,465	-30,471
243,519		229,235	-14,284

7. PROVISION FOR BAD DEBTS

The provision for potential bad debts has increased by £4,710 to £16,998. The provision for bad debts is based on the age of the debts; the older the debt is the higher percentage provision is required.

2017/2018 £	Provision for Bad Debts	2018/2019 £
243,519	Debtors Outstanding at 31 March	229,234
12,288	Provision required:	16,998
10,189	Provision b/fwd at 1 April	12,288
2,099	Change in Provision	4,710

8. SHORT TERM CREDITORS

The short term creditors are shown in the table below:

2017/2018 £	2017/2018 revised £	Short Term Creditors	2018/2019 £
755,836	755,836	Constituent Authorities	800,308
57,835	57,835	Other Bodies	74,162
12,288	0	Provision for Bad Debts - revised now within debtors	0
825,959	813,671	Balance at 31st March	874,470

9. CENTRAL SUPPORT SERVICES AND RECHARGES

Central support services and recharges have decreased by £1,703 to £57,570. This is due to decreased costs from Design Services as there has been less planned preventative works this year and no capital projects.

2017/2018 £	Central Support Services	2018/2019 £
8,491	Information Technology & Financial systems	13,008
9,273	Human Resources & Payroll	10,150
6,850	Trade Waste Service	7,185
5,192	Director of Commerce and Customers	6,636
6,848	Accountancy Services	7,219
2,951	Debtors/Recovery Services/CSU	3,030
2,912	Business Support / Creditors	3,683
2,717	Internal Audit	3,016
10,180	Design Services & Building Control	1,809
2,060	Postal / Electricians/ Copiers / Telephones	1,054
1,799	Risk Management & Environmental Services	780
59,273	Total	57,570

10. PROPERTY, PLANT AND EQUIPMENT

Movements in Year	2017/2018 £	2018/2019 £
Cost or Valuation at 1 April:	1,844,190	2,100,090
Additions	492,997	0
Revaluation increases/ (-) decreases recognised in the Revaluation Reserve	0	169,320
Revaluation increases/ (-) decreases recognised in the Comprehensive Income and Expenditure Statement	-237,097	27,299
Disposals	0	0
At 31st March	2,100,090	2,296,709
Accumulated Impairment and Depreciation		
At 1 April	0	-106,610
Depreciation Charge recognised in the Comprehensive Income and Expenditure Statement	-106,610	-126,271
Depreciation written out to the Revaluation Reserve	0	213,220
Impairment	0	0
Impairment Losses/ (-) reversals recognised in the Revaluation Reserve	0	0
Disposals	0	0
At 31st March	-106,610	-19,661
Net Book Value at 31st March	1,993,480	2,277,048

11. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

The following table contains corporate items of income and expenditure arising from the Committee's involvement in financial instruments and similar transactions involving interest:

2017/2018 £	Financing and Investment Income and Expenditure	2018/2019 £
0	Interest payable and similar charges	0
34,000	Net interest on the net defined benefit liability / (-) asset	31,000
-5,047	Interest receivable and similar income	-8,236
28,953	Total	22,764

12. RETIREMENT BENEFITS – DEFINED BENEFIT SCHEMES

a. Participation in Pension Schemes

As part of the terms and conditions of employment of its officers, the Committee makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Committee has a commitment to make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The Committee participates in the Local Government Pension Scheme, administered locally by Nottinghamshire County Council in accordance with the Local Government Pension Scheme Regulations 2013. This is a defined benefit statutory scheme and currently provides benefits based on career average revalued earnings. This means that the Committee and the employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets.

In April 2017, the opportunity to pay for three years Nottinghamshire County Council lump sum pension payments in advance for the period 2017/2018, 2018/2019 and 2019/2020 was accepted by the Treasurer in relation to the employees of the Mansfield and District Crematorium. This resulted in an overall saving of £3,246. The accounts for 2017/2018 and 2018/2019 show only one year lump sum pension payments for £19,960 in each year with accounting adjustments for the £19,959 paid in advance for the year 2019/2020. Due to the three year pension invoice being paid in 2017/2018 the pension reserve and pension liability within the balance sheet will vary by the amount paid in advance in the 2017/2018 accounts by £39,919 and 2018/2019 accounts by £19,959 but will realign in the 2019/2020 accounts.

The Actuary, Barnett Waddingham is instructed by Nottinghamshire County Council to undertake pension expense calculations and have prepared their figures in accordance with their understanding of the International Accounting Standard IAS19.

In General, participating in a defined benefit pension scheme means the employer is exposed to a number of risks:

- Investment risk - The Fund holds investment in asset classes, such as equities, which have volatile market values and while these assets are expected to provide real returns over long-term, the short-term volatility can cause additional funding to be required if a deficit emerges.
- Interest rate risk - The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount future liability cash flows. As the Fund holds

assets such as equities the value of the assets and liabilities may not move in the same way.

- Inflation risk - All of the benefits under the Fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation.
- Longevity risk. In the event that the members live longer than assumed a deficit will emerge in the Fund. There are also other demographic risks.

In addition, as many unrelated employers participate in the Nottinghamshire County Council Pension Fund, there is an orphan liability risk where employers leave the Fund but with insufficient assets to cover their pension obligations so that the difference may fall on the remaining employers.

All of the risks above may also benefit the employer for example higher than expected investment returns or employers leaving the fund with excess assets which eventually get inherited by the remaining employers.

Further information can be found in the Annual Report of the County Council Pension Fund, which is available upon request from Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP.

The latest available membership data is shown in the table below:

	Number	Salaries / Pensions £
Active members	12	223,000
Deferred pensioners	6	5,000
Pensioners	5	20,000
Unfunded pensioners	2	0

Scheduled Contributions

The table below summarises the minimum employer contributions due from Mansfield and District Joint Crematorium to the fund over this inter-valuation period. The calculated cost of accrual of future benefits is 17.7% of payroll per annum.

Minimum employer contributions:	01-Apr-17	01-Apr-18
Percentage of payroll	17.7%	17.7%
Plus monetary amount (£000)	21	21

However, the Committee have agreed with the administering authority to prepay their monetary contributions for the three years to 31 March 2020 and made a single lump sum payment of £59,879 in April 2017. This lump sum payment has received an actuarially equivalent discount to the monetary rates above of £3,246.

Assets

The return on the fund (on a bid value to bid value basis) for the year to 31 March 2019 is estimated to be 10%. The actual return on fund assets over the year may be different.

The fund's assets consist of the following categories, by value and proportion of the total assets held by the fund attributable to the Committee:

31 March 2018		Asset Share	31 March 2019	
£	%		£	%
846,000	66	Equities	874,000	60
29,000	2	Gilts	42,000	3
150,000	12	Other Bonds	145,000	10
162,000	13	Property	226,000	15
25,000	2	Cash	44,000	3
32,000	2	Inflation - Linked Pooled Fund	53,000	4
42,000	3	Infrastructure	72,000	5
1,286,000	100		1,456,000	100

b. Transactions Relating to Post-Employment Benefits

The costs of retirement benefits are recognised in the net cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge made against the Committee is based on the cash payable in the year, so the real cost of post-employment benefits is reversed out of the general reserve via the movement in reserves statement.

The following transactions have been made in the Comprehensive Income and Expenditure Statement via the movement in reserves statement during the year:

Comprehensive Income and Expenditure Statement		
2017/2018		2018/2019
£		£
	Cost of Services:	
108,000	Current Service cost	103,000
0	Past Service cost	0
0	Administration expenses	0
	Financing and Investment Income and Expenditure:	
34,000	Net interest on the defined liability / (-) asset	31,000
142,000	Total Post Employment Benefit Charged to the Surplus / Deficit on the Provision of Services	134,000
	Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	
82,853	Actuarial gains and (-) losses	83,000
224,853	Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	217,000
	Movement in Reserves Statement	
-142,000	Reversal of net charges made to the Surplus / Deficit for the Provision of Services for post-benefits in accordance with the Code	-134,000
108,000	Actual amount charged against the General Fund Balance for pensions in the year:	49,000
	Employers' contribution payable to the Scheme	

c. Assets and Liabilities in Relation to Post-Employment Benefits

The following table provides a reconciliation of present values of the schemes liabilities for the JCC during the 2017/2018 and 2018/2019 financial years:

At 31 March 2018		At 31 March 2019
£		£
2,437,000	Opening Defined Benefit Obligation	2,509,000
108,000	Current service cost	103,000
68,000	Interest cost	65,000
0	Change in demographic assumptions	-144,000
-86,000	Change in financial assumptions	158,000
0	Experience loss / (-) gain on defined benefit obligation	0
0	Liabilities assumed / (-) Extinguished on settlements	0
-34,000	Estimated benefits paid (net of transfer in)	-26,000
0	Past service costs, including curtailments	0
16,000	Contribution by scheme participants	16,000
0	Unfunded pension payments	0
2,509,000	Closing Defined Benefit Obligation	2,681,000

The following table provides a reconciliation of fair values of the schemes assets of the Committee during the 2017/2018 and 2018/2019 financial years:

At 31 March 2018 £		At 31 March 2019 £
1,164,000	Opening fair value of scheme assets	1,286,000
	Expected return on scheme assets	
34,000	Interest on assets	34,000
-2,000	Return on assets less interest	97,000
0	Other actuarial gains / (-) losses	0
0	Administration expenses	0
108,000	Contribution by employer including unfunded benefits	49,000
16,000	Contribution by scheme participants	16,000
-34,000	Estimated benefits paid including unfunded benefits	-26,000
0	Settlement prices received / (-) paid	0
1,286,000	Closing fair value of scheme assets	1,456,000

The interest income on scheme assets and interest expense on scheme liabilities is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the balance sheet date (31 March 2019). Expected returns on equity investments reflect long term rates of return experienced in the respective markets.

The total return on the fund for the year to 31 March 2019 was £131,000 (2017/2018 £32,000).

d. Scheme History

	2016/2017 £	2017/2018 £	2018/2019 £
Present value of liabilities	2,437,000	2,509,000	2,681,000
Fair Value of assets	-1,164,000	-1,286,000	-1,456,000
Rounding Adjustment			1
Surplus/ (-) Deficit	1,273,000	1,223,000	1,225,001

The liabilities show the underlying commitments that the Committee has in the long run to pay for post-employment (retirement) benefits. The total liability of £1,225,000 has a substantial impact on the net worth of the Committee as recorded in the balance sheet.

However, statutory arrangements for funding the deficit mean that the financial position of the Committee remains healthy; the deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary.

The total contributions expected to be made to the pension scheme by the Committee in the year to 31 March 2019 are £49,000 (2017/2018 £108,000). This decrease reflects the three year payment lump sum paid in April 2017.

e. Projected Pension Expenditure

The projected pension expenses for the year to 31 March 2020 are:

	£
Service Cost	103,000
Interest Cost	30,000
Administration Expenses	1,000
Total	134,000
Employer Contributions	49,000

These figures exclude the capitalised cost of any early retirements or augmentations which may occur after 31 March 2019. These projections are based on the assumptions as at 31 March 2019, as described in the actuary's report.

f. Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years is dependent on assumptions about mortality rates and salary levels. The Nottinghamshire County Council Fund liabilities have been assessed by Barnett Waddingham, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme at 31 March 2016.

Under the projected unit method, the current service cost will increase as the Members of the scheme approach retirement.

The main assumptions used by the actuary in their calculations have been:

2017/2018 %		2018/2019 %
	Mortality assumptions:	
	Longevity at 65 for current pensioners:	
22.6	Men	21.6
25.6	Women	24.4
	Longevity at 65 for future pensioners:	
24.8	Men	23.3
27.9	Women	26.2
	Financial Assumptions:	
2.6	Discount Rate	2.5
2.3	Pension Increases	2.4
3.8	Salary Increases	3.9

Additional Assumptions:

- Members will exchange half of their commutable pension for cash at retirement.
- Members will retire at one retirement age for all tranches of benefit, which will be the pension weighted average tranche retirement age.
- The proportion of the membership that had taken up the 50:50 option at the previous valuation date will remain the same.

The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

	Increase in Assumption £	Decrease in Assumption £
Rate for discounting scheme liabilities (increase or decrease by 0.1%)	2,620,000	2,744,000
Rate of increase in salaries (increase or decrease by 0.1%)	2,690,000	2,672,000
Rate of increase in pensions (increase or decrease by 0.1%)	2,735,000	2,628,000
Adjustment to mortality age (longevity) (increase or decrease in 1 year)	2,778,000	2,587,000

13. USABLE RESERVES

This note sets out the amounts set aside to provide financing for future expenditure plans, subject to the need to provide a prudent level of reserves and any statutory limitations on their use.

The table below shows the usable reserves held by the Committee:

2017/2018 £	Usable Reserves	2018/2019 £
764,707	Capital Fund	800,698
299,901	General Reserve	248,366
1,064,608	Balance at 31st March	1,049,064

Capital Fund

This reserve represents amounts set aside to finance capital expenditure:

2017/2018 £	Capital Fund	2018/2019 £
1,131,515	Balance at 1st April	764,707
-492,997	Financing of Capital Expenditure	0
126,189	Contributions	35,991
764,707	Balance at 31st March	800,698

General Reserve

This reserve represents the balance of the undistributed surpluses:

2017/2018 £	General Reserves	2018/2019 £
187,500	Balance at 1st April	299,901
112,401	Movement in Year	-51,535
299,901	Balance at 31st March	248,366

14. UNUSABLE RESERVES

This note sets out those reserves which hold unrealised gains and losses which the Committee is not able to use.

The table below shows the unusable reserves held by the Committee:

2017/2018 £	Unusable Reserves	2018/2019 £
97,413	Revaluation Reserve	461,397
1,896,067	Capital Adjustment Account	1,815,651
-1,262,919	Pension Reserve	-1,244,960
730,561	Balance at 31st March	1,032,088

Revaluation Reserve

The Revaluation Reserve contains the gains arising from increases in the value of property, plant and equipment and intangible assets. The balance is reduced when assets with accumulated gains are:

- re-valued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation, or
- disposed of and the gains are realised

The reserve contains only revaluation gains accumulated since 1 April 2007, the date that the reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account. The last revaluation of the Crematorium assets was undertaken on 1 April 2018.

2017/2018 £	Revaluation Reserve	2018/2019 £
103,627	Balance at 1st April	97,413
0	Upwards Revaluation of Assets	382,540
-6,214	Historic Cost Depreciation	-18,556
0	Downward revaluation of assets and impairment losses not charged to the Comprehensive Income and Expenditure Statement	0
97,413	Balance at 31st March	461,397

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Capital Adjustment Account is debited with the cost of acquisition, construction or enhancement. Depreciation, impairment losses and amortisation are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the revaluation reserve to convert fair value figures to a historical cost basis). The account is credited with the amounts set aside by the Committee as finance for the costs of acquisition, construction and enhancement.

2017/2018 £	Capital Adjustment Account	2018/2019 £
1,740,563	Balance at 1st April	1,896,067
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
	Charges for Depreciation and impairment of non current assets	
-343,707		-98,972
6,214	Historic Cost Depreciation	18,556
0	Revaluation losses on Property Plant and Equipment	0
	Capital Financing in the Year	
492,997	Use of Capital Fund to finance capital expenditure	0
1,896,067	Balance at 31st March	1,815,651

Pension Reserve

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Committee accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be

financed when the Committee makes employer's contributions to the pension funds, or eventually pay any pensions for which it is directly responsible. Therefore, the debit balance on the Pension Reserve shows a substantial shortfall in the benefits earned by past and current employees and the resources the Committee has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2017/2018 £	Pension Reserve	2018/2019 £
-1,273,000	Balance at 1st April	-1,262,919
84,000	Re-measurement of the net defined benefit liability/(asset)	83,000
-142,000	Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	-134,000
108,000	Employers Pension contributions and direct payments to pensioners in the year	49,000
-39,919	Pension Lump Sum Yr 3	19,959
-1,262,919	Balance at 31st March	-1,244,960

The Pension Reserve will show the amount of the prepaid pension lump sum payment, for 2017/2018 this is £39,919. In 2018/2019 this will reduce to £19,959 and will be zero in 2019/2020, which is the end of the three year period.

15. CASH AND CASH EQUIVALENTS

The cash and cash equivalents are shown in the below:

2017/2018 £	Cash and Cash Equivalents	2018/2019 £
150	Petty Cash	150
1,606,979	Cash held by Mansfield District Council	1,691,189
1,607,129	Balance at 31st March	1,691,339

16. SURPLUS FOR DISTRIBUTION

The table below shows the values from the Movement in Reserves Statement and Comprehensive Income and Expenditure Statement that comprise the total surplus for distribution:

2017/2018 £		2018/2019 £
-660,800	CIES - Total Comprehensive Income and Expenditure (Prior to Surplus Distribution)	-1,086,291
-95,036	MIRS - Transfers to/(-)from Reserves	285,983
-755,836	Total Surplus for Distribution	-800,308

17. MEMBERS ALLOWANCES

No recharges in respect of members' allowances have been made to the Joint Committee by the constituent authorities in 2018/2019 or in 2017/2018.

18. EXTERNAL AUDIT COSTS

The Committee incurred external audit fees (Audit Lincolnshire) in 2018/2019 of £1,583 (£1,583 in 2017/2018).

19. RELATED PARTIES

The transactions with related parties are disclosed in the statement of accounts as follows:

- Transactions with local authorities within the Comprehensive Income and Expenditure Statement as central support services and the distribution of the surplus

The three constituent local authorities maintain a register of members' interests and a record of interests declared at Cabinet and Committee meetings. There were no material transactions with organisations identified in these records.

20. AUTHORISATION OF THE ACCOUNTS FOR APPROVAL

The statement of accounts for Mansfield Joint Crematorium Committee was signed by the responsible financial officer on the 28 May 2019.

Mansfield Crematorium

ANNUAL GOVERNANCE STATEMENT

2018/2019

It is a requirement that a separate Governance Statement is produced for any joint committees for approval by their relevant management body. Mansfield Crematorium has adopted Mansfield District Council's governance arrangements as detailed below.

1. Scope of Responsibility

- 1.1 Mansfield District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Mansfield District Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, Mansfield District Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
- 1.3 Mansfield District Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government 2016 Edition*. A copy of the code is on the Council's website or can be obtained from the Civic Centre, Chesterfield Road South, Mansfield, NG19 7BH. This statement explains how Mansfield District Council has complied with the code and also meets the requirements of Accounts and Audit (England) Regulations 2015, regulation 6(1) which requires all relevant bodies to prepare an annual governance statement.

2. The Purpose of the Governance Framework

- 2.1 The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads its communities. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the

achievement of Mansfield District Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised and to manage them efficiently, effectively and economically.

2.3 The governance framework has been in place at Mansfield District Council for the year ended 31 March 2019 and up to the date of approval of the statement of accounts.

3. **Statement of Overall Opinion**

3.1 It is our opinion, based upon the content of the AGS that the Mansfield Crematorium's governance framework is robust and that the governance arrangements have proved to be highly effective during 2018/2019.

Chairman of Joint Committee

Date

Treasurer

Date

4. The Governance Framework

Vision and Priorities

- 4.1 The Council's vision and priorities are contained in its Corporate Plan. All departments are required to develop service delivery plans which link to the Corporate Plan.

The vision of Mansfield District Council is to:

“maintain a safe and caring district where everybody can succeed”

The Council's vision will be realised through a set of priority areas around economic prosperity, quality of life and community safety.

The Council's key priorities until 2019 are:

- A thriving, vibrant and sustainable district
- Strong, safe and resilient communities
- Clean and welcoming environment

With cross cutting themes of fairness and equality and facing financial challenges.

- 4.2 The Council's Corporate Values of Excellence, Integrity, Teamwork, Empower and Involve, and Passion and Pride summarise its way of thinking to deliver positive outcomes for its customers.

Underpinning the Corporate Values is its commitment to equality as it aims to treat everyone fairly and strives to achieve equality for its diverse communities.

- 4.3 The Council's Long Term Financial Strategy (LTFS) for 2019/2020 to 2028/2029 supports the Corporate Plan and identifies its financial implications. It shows the approach the council will take in order to deliver its services and priorities within its financial constraints and in doing so how it will look to provide value for money.
- 4.4 The Council is currently delivering its Transformation Plan which sets out how the Council will become an innovative, efficient, customer focussed, high performing 21st Century Authority.

Quality of Services

- 4.5 The Council has an ongoing commitment to community engagement and empowerment and has a Community Involvement Strategy and toolkit to accompany the Customer Insight and Journey Mapping toolkits.
- 4.6 The Council has a performance management software package which brings together all the Council's performance data in one place and enables effective monitoring of performance in respect of Corporate Plan actions and key indicators.

- 4.7 The Council in accordance with its Contract Procedure Rules and Procurement Guidance aims to promote effective procurement practices across the whole organisation to support delivery of the Council's Corporate Plan.
- 4.8 The Council has in place a corporate complaints system which ensures effective monitoring and action is taken where appropriate.

Constitutional Matters

- 4.9 The Mansfield Crematorium's Joint Committee has adopted a constitution, which details how the Crematorium operates and its decision making policies and procedures.
- 4.10 It has been agreed during 2018/2019 with HMRC that Mansfield Crematorium's Joint Committee will be classed as an arms-length body for VAT purposes from April 2019.

Codes of Conduct

- 4.11 The Council has adopted codes of conduct for both members and employees and also has a protocol for member/employee/partner relations. The codes include reference to the need to declare any interest which may conflict with the individual's role at the Council, with registers maintained for any such interest to be recorded and monitored.
- 4.12 Compliance with the member and employee codes of conduct is currently monitored by the Council's Standards and Personnel Committees respectively but will be the responsibility of the new Governance and Ethics Committee from May 2019.
- 4.13 The Council has in place a whistle-blowing code which ensures that any referrals under the code are fully investigated, with findings reported to the Statutory Officers, senior managers and the Audit Committee as appropriate.

Policies, Procedures, Laws and Regulations

- 4.14 The Assistant Chief Executive Officer is designated as the Council's Monitoring Officer. It is the function of the Monitoring Officer to ensure compliance with established policies, procedures, laws and regulations.
- 4.15 The financial management of the authority is conducted in accordance with the relevant provisions of the Constitution and the Council's Financial Regulations. The Council has designated the Head of Finance as the Chief Finance Officer in accordance with Section 151 of the Local Government Act 1972.
- 4.16 The Council's Local Code of Corporate Governance fully conforms with the governance requirements of the CIPFA Statement on the *Role of the Chief Financial Officer in Local Government*.

4.17 The Council maintains an Internal Audit Service, which operates in accordance with the Accounts and Audit Regulations 2015, the Public Sector Internal Audit Standards (PSIAS) and CIPFA's Local Government Application Note (2019).

4.18 The Council has robust policies and procedures relating to the use of resources and the corporate governance framework, including revised Corporate Risk and Opportunity Management Strategy, Financial Regulations and Contract Procedure Rules, Scheme of Delegation, IT Strategy and Anti-Fraud and Corruption Strategy.

Risk and Opportunity Management

4.19 The Council recognises that it has a responsibility to identify, evaluate and manage risks whilst still creating a fertile climate for innovation. It therefore supports a structured approach through the implementation of its risk and opportunity management strategy with an annual report on its effectiveness.

4.20 The Council has a Corporate Risk and Opportunity Monitoring Group which has clear roles and responsibilities, including monitoring implementation of the effective delivery of the Corporate Risk and Opportunity Management Strategy across the authority. In addition the Council's Audit Committee is responsible for monitoring the effective development and operation of risk and opportunity management.

4.21 The significant operational risks identified for the Crematorium are fully mitigated by its Business Continuity Plan which is approved by the Mansfield Crematorium's Joint Committee.

Audit Committee

4.22 The Council has an Audit Committee which is fully compliant with the guidance provided in CIPFA's *Audit Committees – Practical Guidance for Local Authorities 2018 edition*.

4.23 The Council has approved the merger of the Audit and Standards Committees with a new Governance and Ethics Committee being established from May 2019.

Development and Training Needs

4.24 There is an induction programme in place for newly appointed officers and members, with their ongoing training needs being determined by means of one to one discussions with members and annual interviews of employees in accordance with the Council's personal development scheme.

4.25 There are opportunities for members and officers to update their knowledge on a regular basis by using the Council's training and development programme, which includes training on corporate governance.

4.26 The Council also has a peer coaching and mentoring programme for members and has a management development programme for officers based upon the Council's competency framework.

4.27 In accordance with the Member Development Charter for the East Midlands, the Council has a comprehensive member development programme in place.

5. Review of Effectiveness

5.1 Mansfield District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the authority who have responsibility for the development and maintenance of the governance environment, the Audit and Assurance Manager's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

5.2 The process that has been applied in reviewing the effectiveness of the Council's governance framework includes:

5.3 The Council has carried out a self-assessment of its compliance with the CIPFA Statement on the *Role of the Head of Internal Audit in Public Service Organisations (2019 edition)* with no areas of non-compliance being identified.

5.4 The Audit and Assurance Manager's review of the Council's level of compliance with its adopted Local Code of Corporate Governance, which is to be reported to the Governance and Ethics Committee in June 2019, identified no significant governance issues relating to Mansfield Crematorium.

5.5 The Audit and Assurance Manager has completed a review of the Council's ethical governance arrangements using good practice guidance as a benchmark, with an overall excellent assurance level being achieved.

5.6 The Standards Committee monitors members' compliance with the Code of Conduct and considers any action required from this monitoring. No significant issues have been identified.

5.7 The Council's counter fraud and corruption arrangements have been reviewed during 2018/2019 to ensure that they continue to be effective and are fully compliant with both the Local Government Counter Fraud and Corruption strategy 2016-2019 and CIPFA's Code of Practice on "managing the risk of fraud and corruption". Areas for improvement identified have been included in the Council's Annual Governance Statement.

5.8 An action plan to ensure that the Council has effective and proportionate corporate risk and opportunity management arrangements was endorsed by the Audit Committee in January 2019.

5.9 The Council has a number of Overview and Scrutiny Committees which provide an overview and scrutiny role. They can "call in" a decision which has been made by the Executive or an officer (where the decision is a key decision) but not yet implemented, to enable them to consider whether they consider the decision is appropriate. They also enquire into issues which are of local concern.

- 5.10 The Audit Committee received a variety of reports during 2018/2019 both from internal assurance providers and from external audit in accordance with its terms of reference as detailed in the Council's constitution.
- 5.11 The audit of the Crematorium's accounts carried out by Assurance Lincolnshire gave an unqualified opinion.
- 5.12 No areas for improvement were identified from Internal Audit's systems review of the Crematorium.
- 5.13 The Audit and Assurance Manager's Annual Report for 2018/2019 concluded that the Council's risk management, control and governance processes were effective and therefore an unqualified opinion was given.
- 5.14 External Audit's Annual Governance report, which summarises the findings from their 2017/2018 audit work gave an unqualified opinion on the Council's financial statements and did not identify any material weaknesses in the design or operation of internal control.

Glossary of Financial and Accounting Terms

PLEASE NOTE: *This glossary provides an explanation of terms, not precise definitions. It should not be used as a substitute for the more detailed and specific definitions given in statute, codes of practice and technical guidance. It should be used in conjunction with explanations provided within and supporting the accounting statements.*

ACCOUNTING PERIOD – the period of time covered by the accounts, which is normally 12 months commencing on 1 April and finishing on 31 March the following year. The end of the accounting period is the Balance Sheet date.

ACCRUAL – an amount included in the accounts to cover income or expenditure relating to an accounting period but for which payment has not been received or made. This means that income and expenditure is recognised in the accounts when they are earned or incurred, not when money is exchanged.

BALANCE SHEET – a statement of the recorded assets, liabilities and other balances as they stand in monetary terms, at the end of an accounting period.

BUDGET – a statement defining the Committee's financial plans over a specified period of time (usually an accounting period 1 April to 31 March).

CAPITAL ADJUSTMENT ACCOUNT - this absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions.

CAPITAL FUND – this fund receives contributions from the Comprehensive Income and Expenditure to accumulate funds for capital expenditure.

CAPITAL EXPENDITURE – this includes expenditure on the acquisition of, or major enhancement of fixed assets such as land, property and other structures.

CREDITORS – an amount owed by the Committee for work done, goods received or services rendered relating to the accounting period, but for which payment has not yet been made.

CURRENT ASSETS – an asset held at the balance sheet date, which will be used within the following accounting period; for example, stock, cash and debtors.

CURRENT LIABILITY – an amount owing at the balance sheet date, which will be paid in the next accounting period; for example, creditors, cash and loan repayments.

DEBTORS – an amount owing to the Committee relating to the accounting period, but for which money has not yet been received.

DEPRECIATION – the measure of the reduction in value of a non-current asset due to age, consumption or other reduction in useful life during the accounting period.

GENERAL RESERVE – amounts put aside, but not allocated to meet, any future spending commitments.

IMPAIRMENT – this reflects a REDUCTION in the market value of a non-current asset due to significant changes in the market (i.e. introduction of new technology), obsolescence, or damage, etc.

NET BOOK VALUE – the amount at which non-current assets are included (valued) in the balance sheet, i.e. their historic value or current valuation less depreciation.

NET REALISABLE VALUE – the open market value of an asset in its existing use.

PENSION RESERVE - this absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions.

PROVISIONS – pre-determined amounts put aside in the accounts for liabilities or losses which are certain or very likely to occur, but the amounts involved or the date when they need to be settled are uncertain.

REVENUE EXPENDITURE – running costs of services, which include employees, premises, transport, interest, supplies and services.

Independent auditor's report.



AUDIT OF MANSFIELD CREMATORIUM FINAL ACCOUNTS 2018/2019

Remit

An audit of the Mansfield and District Crematorium Joint Committee accounts 2018/19 has recently been undertaken by Assurance Lincolnshire.

Opinion

In our opinion, the statement of accounts presents fairly the Crematorium's Comprehensive Income and Expenditure Statement (CIES) for the year ended 31st March 2019 and the Balance sheet as at that date. The statements are fully supported with the underlying financial records.

Auditors: Assurance Lincolnshire

Signed:

A Hunt (Principal Auditor)

Handwritten signature of A Hunt, Principal Auditor.

M Nkhoma (Senior Auditor)

Handwritten signature of M Nkhoma, Senior Auditor.

NEWARK AND SHERWOOD DISTRICT COUNCIL

Draft Minute extract of the Meeting of **Mansfield and District Crematorium Joint Committee** held in the Civic Suite, Castle House, Newark and Sherwood DC Offices on Tuesday, 28 May 2019 at 10.00 am.

1752 **ANNUAL STATEMENT OF ACCOUNTS**

The Committee received the Annual Statement of Accounts 2018/19, which included the annual report and summary of financial performance, Statement of Accounting Policies, the core financial statements and the Annual Governance Statement. The Committee was required to approve the Statement of Accounts before the end of May, and noted that the audit had not highlighted any internal control issues.

The Committee considered the financial performance for the year, including variances between the budgeted and actual income and expenditure, noting the reduction in income to £172, 021, due to 215 fewer cremations taking place against the estimated number. Other variances included employee costs, premises costs, supplies and services and support services. The surplus distribution total was £800,308 and was divided between the authorities based on the number of cremations per authority area. Mansfield District Council received £378,786, Ashfield District Council received £364,220 and Newark and Sherwood District Council received £57,302.

In considering the 'usable' and 'unusable' reserves Members discussed the allocation of resources on cremation equipment and repairs, and the possibility of increasing the amount of advertising to increase usage of the facility, particularly in light of newer private crematorium in the local area. The Director and Registrar explained that resource was needed to ensure the Crematorium remained competitive in providing the same facilities and latest technologies that were available in the newer crematorium, however, she felt that some funeral directors who had initially moved away were now returning to the Mansfield and District Crematorium, which was in part due to offering longer service times and competitive prices. It was also important to maintain a rolling programme of repairs and improvements to ensure the life of the cremators and legal compliance with the mercury abatement equipment.

The Committee requested benchmarking information on the number of cremations and how this compared to the number of registered deaths.

AGREED

- (i) The Statement of Accounts as presented in Appendix A for the financial year 2018/2019 is approved.
- (ii) The 2018/2019 budgeted surplus distribution as detailed in Appendix A, page 8, 3.6, is approved.
- (iii) That revenue budgets for equipment acquisitions £22,000, grounds

maintenance £4,000 and books/publications £2,000 currently held in general reserves, to be carried forward into 2019/2020 is approved.

- (iv) The financial information provided in Appendix D and usage information provided in Appendix E, is for noting only.
- (v) That the cremation fee income in excess of the budgeted surplus for 2018/2019 totalling £35,991 is transferred to the Capital Fund, as approved at the JCC meeting held on 15 December 2017, is for noting only.
- (vi) The revenue expenditure for the CAMEO non-abatement fees for £51,535 previously approved to be financed from general reserves; is for noting only.
- (vii) The accounting for VAT as detailed in 3.7, is for noting and that the constitution of the JCC is to be amended to reflect this change.

LEISURE & ENVIRONMENT COMMITTEE

25 JUNE 2019

URGENCY ITEMS - MINUTE OF DECISION

Delegation arrangements for dealing with matters of urgency

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice-Chairman) and the Opposition Spokesperson of the appropriate committee.

Subject:

To approve the council's response to the '**Future Arrangements for NHS Commissioning across Nottingham and Nottinghamshire**' consultation document (attached).

Appropriate Committee:

Leisure and Environment Committee

Details of Item:

The consultation period (21 May – 17 June) falls between committee dates. Therefore the council's Senior Leadership Team agreed on 11 June 2019, to consult Members on the proposed responses using the council's urgency procedure to ensure submission within the required deadline and subsequent reporting to Leisure and Environment Committee on the 25 June 2019.

The consultation closes at 9am on Monday 17th June 2019.

Background:

The consultation is being jointly led by the 6 NHS Clinical Commissioning Groups (CCG's) across Nottingham and Nottinghamshire. Currently all six CCGs are separate statutory organisations with the same healthcare responsibilities and the need to meet legal and NHS duties

Over the past five years, CCGs have worked more collaboratively, culminating in two geographical areas:

- Mid Nottinghamshire – Mansfield & Ashfield and Newark & Sherwood CCG
- Greater Nottingham Clinical Commissioning Partnership – Nottingham West CCG, Nottingham North & East CCG, Rushcliffe CCG and Nottingham City CCG
(Bassetlaw CCG in the north of Nottinghamshire will remain part of the South Yorkshire and Bassetlaw healthcare system and is not included in the consultation)

Over the past year the CCGs started to consider the potential for a formal joining up of commissioning arrangements, and all six CCG Governing Bodies agreed in April 2019 that the preferred way forward would be to fully merge.

The attached consultation document seeks the views of stakeholders and describes the merger proposal to create one single Nottingham and Nottinghamshire CCG. Should there be an agreement to merge and NHS England agrees to accept the proposal, the single CCG organisation would be in place from 1st April 2020.

The councils proposed responses to the three questions posed in the consultation paper are provided below.

Consultation questions and responses:

Question 1

To what extent do you support our proposal to merge the six CCGs and create a single commissioning organisation:

- I strongly support it
- I support it
- I neither support it or oppose it
- I oppose it
- I strongly oppose it
- Don't know

Please explain your answer

Whilst Newark and Sherwood District Council support the merger proposal for one single CCG given the benefits outlined in the consultation paper, the Council acknowledges that this would take place in a context of rationalising limited resources with a target to make a 20% saving by 2020/21 and that difficult decision will be required.

Therefore, assurance is sought to ensure that this will not adversely affect patient services, that the new single CCG would continue to collaborate at a local level with the Council and partners in Newark and Sherwood; and that there won't be a shift in emphasis away from Newark and Sherwood towards other areas in the City and County as this would have a wide ranging impact upon patients, communities and other public sector and voluntary sector organisations.

Newark and Sherwood District Council are particularly keen to work at PCN level to ensure local population health needs are met and to influence the Place-ICS and System-ICP from the bottom upwards. Newark and Sherwood is a district of contrasts in terms of its health inequalities. Narrowing the gap in healthy life expectancy is a priority for the Council in its newly adopted Community Plan 2019-2023 and Health and Wellbeing Partnership Plan 2019-2022. It is therefore vitally important that relationships are developed with the newly appointed Clinical Directors and Locality Director and that the PCN's are appropriately funded to innovate and to commission services that address local population health need and help develop community asset based approaches.

A great example of this is social prescribing and the new link worker roles, which is very community focused and needs to be developed at a local level to ensure the right fit for each area. Even mid-Notts is not considered local enough for this piece of work because what works in Mansfield or Ashfield won't necessarily work in each of the two PCN's in Newark and Sherwood as the needs may differ for our residents/communities.

Question 2

To what extent do you support keeping the CCGs as they are now?

- I strongly support it
- I support it
- I neither support it or oppose it
- I oppose it
- I strongly oppose it
- Don't know

Please explain your answer

It is understood that the GPs as membership organisations will need to vote on the merger and if agreement to merge is secured, NHS England will still need to accept the proposal. However, the current formation of a joint leadership team and reorganisation could call into question the validity of statements within the document that 'no decisions have been made' prior to receiving views through this consultation exercise and taking those into account. It is also not clear from the consultation document if doing nothing is actually an option that is sustainable?

Question 3

Is there anything else you think the CCGs should consider when discussing future arrangements for commissioning? If yes, please write your answer here:

The Council would be keen to engage with the new CCG on strategic planning of service and infrastructure provision associated with new development. The Council has been concerned that, despite significant engagement in the past, the CCG has not been able to effectively contribute to securing additional investment as part of new housing development. With the critical mass of a single CCG and the appointment of dedicated estates staff it is hoped that it will be better placed to assist in long term planning and contributing to comments on individual planning applications.

It will also be of interest that in the Council's recent resident survey, carried out in Oct-Dec 2018, the 'provision of health services, such as doctors and dentists' was one of the top 5 most important services selected by residents. Residents were also asked to select the services they thought needed the most improvement and there was an 80% correlation between the most important services and the services most in need of improvement, with the 'provision of health services such as doctors and dentists' appearing in the top 5 requiring the most improvement.

The report which contains the resident's survey results is available online at <https://www.newark-sherwooddc.gov.uk/media/newarkandsherwood/imagesandfiles/consultations/2019ResidentsSurveyReport.pdf>

Page 12 also shows that health is more important to the resident of Newark and Sherwood, than compared to the national comparison in the 2008 Place Survey.

Financial Impact:

Submission of the questions to the consultation has no financial costs.

Equality Impact:

It is not anticipated that the submission of the questions to the consultation will have any impact upon those with protected characteristics.

Recommendation:

It is recommended that the responses above are submitted online, via survey monkey, by 9am on 17 June 2019, which is the close of this consultation.

Members Consulted:

Councillor David Lloyd
Councillor Roger Jackson
Councillor Neill Mison
Councillor Mrs Yvonne Woodhead

Signed _____



Date: 13 June 2019

Consultation Document



Future arrangements for NHS commissioning across Nottingham and Nottinghamshire

**Ensuring everyone in Nottingham and Nottinghamshire
has the best possible health and wellbeing**



We can provide this document in other languages and formats, such as Braille and large print, on request. Please telephone 0800 028 3693 or email Ncccg.patientexperience@nhs.net for more information.

About this Consultation

This consultation is jointly led by the six NHS Clinical Commissioning Groups (CCGs) across Nottingham and Nottinghamshire. We are collectively considering the future of commissioning arrangements for the area we serve and would like to invite views from key stakeholders on the options available.

This consultation is aimed at stakeholders who work closely with commissioners and would be impacted by the proposed new structure and governance arrangements. However, the consultation paper is a public document and we would welcome feedback from anyone with an interest in the proposals. For the purposes of this consultation, our key stakeholders include:

- Member GP Practices
- Local clinicians
- Healthwatch and other patient representative bodies
- Voluntary and community services
- Local authorities
- Other healthcare partners
- CCG Staff
- Local decision makers

What is not included

This consultation is about commissioning arrangements only. It does not relate to any other NHS organisation or NHS-funded services, such as hospitals, mental health organisations, or primary and community care, and will not affect the funding they receive from us.

This proposal is specifically about the future of the six Nottinghamshire NHS CCGs described on page 4. It does not consider Bassetlaw in the north of Nottinghamshire and so does not include Bassetlaw CCG. This is because this particular area will remain part of the South Yorkshire and Bassetlaw healthcare system.

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Introduction

Dear Colleague,

We are consulting on a proposal to change the future of commissioning for Nottingham and Nottinghamshire.

You will be aware that we have been working in closer alignment since the area became one of the first-wave of Integrated Care Systems (ICSs) nationally in 2017.

Over the past year, we have engaged with member GPs, local clinicians, healthcare partners, patient representative groups and others in exploring how our six CCGs can work more efficiently and effectively across the healthcare system.

We are forming a single joint leadership team and will begin a wider internal reorganisation during the summer this year.

We believe that our natural next step should be to establish one single organisation. We also need to make sure our valuable resources are used in

the best way to support people in living longer, happier, healthier and more independently into their old age. We would like to seek your views and opinions about our proposal to merge, before making a formal application.

Whatever our future form, our main focus will remain on ensuring that everyone living in Nottingham and Nottinghamshire has the best health and wellbeing they can. To achieve this we will work together, alongside our health and care partners, to provide people with access to quality healthcare and reduce the health inequalities that exist today.

This decision will have an impact on how we operate as commissioners and how we work together. We ask that you please take the time to consider our proposal and respond to us with your views by 9am Monday 17th June.

We look forward to hearing from you.

Ever-closer collaboration and integration has been a natural progression for our six CCGs since they were established in 2013



Nicole Atkinson
Clinical Chair
NHS Nottingham
West CCG



Thilan Bartholomeuz
Clinical Chair
NHS Newark and
Sherwood CCG



James Hopkinson
Clinical Chair
NHS Nottingham
North and East CCG



Gavin Lunn
Clinical Chair
NHS Mansfield
and Ashfield CCG



Hugh Porter
Clinical Chair
NHS Nottingham
City CCG



Stephen Shortt
Clinical Chair
NHS Rushcliffe CCG



Amanda Sullivan
Single Accountable
Officer for all six
CCGs

Existing commissioning arrangements

Our six CCGs are:



How we are structured now

All six CCGs are separate statutory organisations with the same healthcare responsibilities and the need to meet legal and NHS duties.

Over the past five years, CCGs have worked more collaboratively, culminating in two geographical areas:

- Mid Nottinghamshire - 2 CCGs (worked jointly from March 2016)
- Greater Nottingham Clinical Commissioning Partnership (formed April 2018) - 4 CCGs

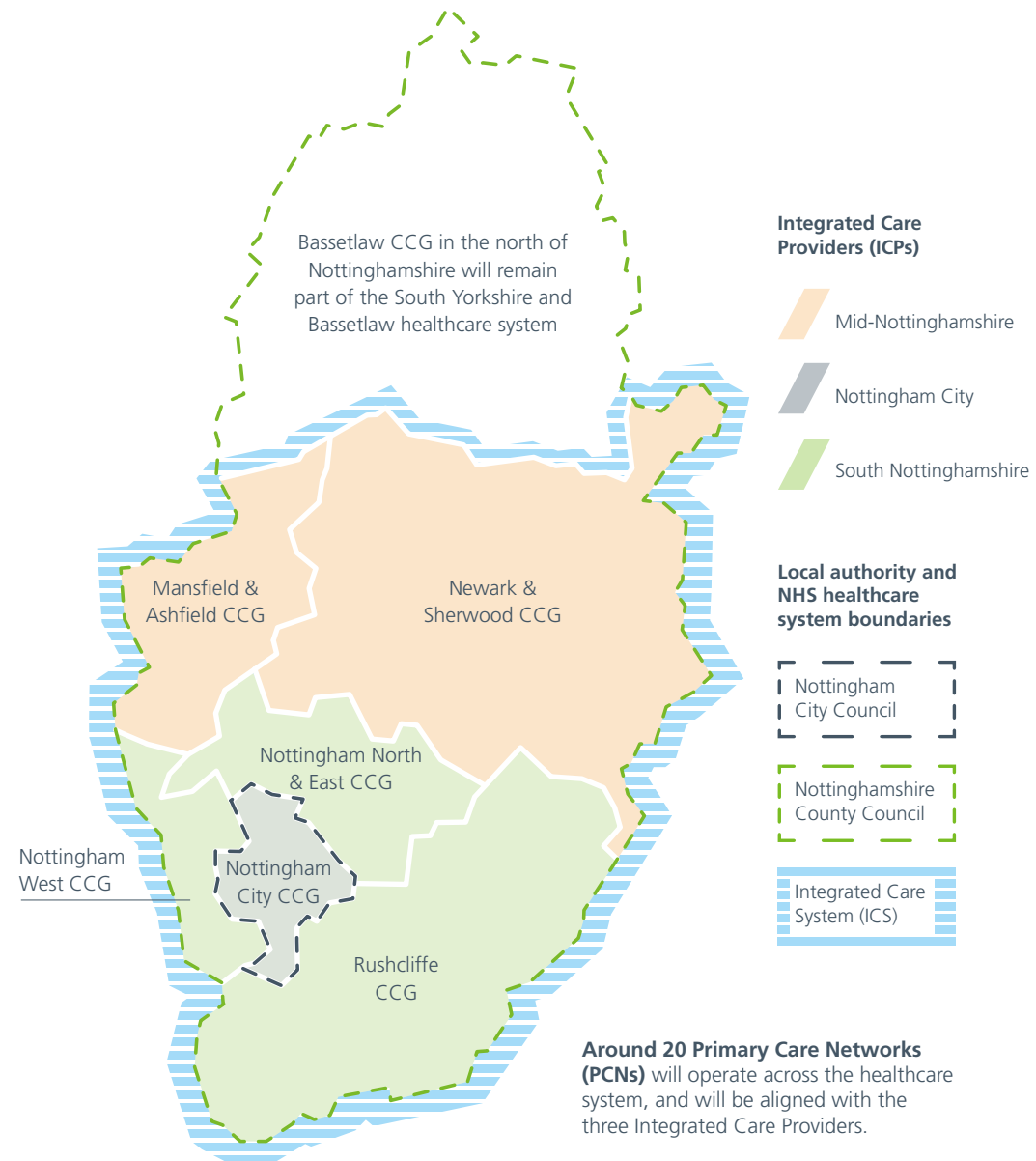
Over the past year, and well before the publication of the NHS Long Term Plan in January 2019, CCGs across Nottingham and Nottinghamshire had already started to consider the potential for a more formal joining up of commissioning arrangements.

In recent months, CCGs have introduced a number of joint arrangements to serve all six CCGs. We now have a single Accountable Officer supported by a single leadership team. Joint committees will soon meet 'in common' and the first joint Governing Body meeting will take place in July 2019. Transitional work is underway both to align wider CCG governance and to bring together staffing structures.

Our boundaries and the areas we serve

The map shows the areas covered by each CCG. It also demonstrates how our boundaries align with those of local authorities and the new Integrated Care System (www.healthandcarenotts.co.uk), which will coordinate healthcare across Nottingham and Nottinghamshire.

Nottingham and Nottinghamshire Integrated Care System (ICS)



Introducing our proposal

Each of the Nottingham and Nottinghamshire CCGs has a Governing Body responsible for leading decisions about commissioning with the involvement of member GP practices, local people, partners and other stakeholders. Chaired by a GP, Governing Body members include GPs, lay members, a nurse and a secondary care doctor, as well as non-clinical leaders.

We have discussed the possibilities for future commissioning arrangements openly with many organisations, groups and individuals over the past year, including member GPs, local authorities, voluntary services, hospitals and other healthcare partners.

These conversations have directly helped to shape our thinking, including the preferred proposal to merge. We understand that our stakeholders are supportive of a solution which paves the way for closer integration and better partnership working, enables more strategic commissioning, reduces administration costs, and releases valuable resources to focus on services and initiatives closer to the front-line.

All six CCG Governing Bodies agreed in April 2019 that our preferred way forward would be to fully merge, but no decisions have yet been taken and we remain open to the views of our key stakeholders. This document describes the merger proposal and explains why we have identified this as being the appropriate next step.



Our Proposal: Apply to merge the CCGs

A clear vision

Our overall commissioning aim is to enable people living across Nottingham and Nottinghamshire to have the best health and wellbeing they can.

To achieve this, we must work effectively with all our partners across the entire area to provide people with consistent access to quality healthcare. At the same time, we must also respond to the needs of specific populations and neighbourhoods so that we can reduce the health inequalities that exist today.

We therefore need to be able to operate at a 'system' level across the entire geographical area, as well as maintain our focus on more specific, local healthcare requirements.

The arrangements we put in place for commissioning should be fit for the future and be affordable and sustainable in the longer-term.

Merging to create opportunity

All six CCG Governing Bodies agreed in April 2019 that a merger represents the best opportunity for us to improve health and wellbeing across the areas we serve, as well as redirect clinical and other essential resources closer to the front-line where they are most needed. Delivering better health outcomes, reducing health inequalities, and improving the quality and consistency of local healthcare services are at the heart of our proposal. Whilst changes underway to the NHS around us are important and complement what we are proposing, they are not the primary reason why we feel a merger is the right thing to do.

Duplication ties up valuable resources

At present, the six CCGs do things multiple times – and often differently – across Nottingham and Nottinghamshire. We have the opportunity to reduce duplication, increase our consistency of approach (but not when differences are appropriate) and free up valuable resources, including clinical time, expertise and development support.

The NHS is changing around us

More widely, the NHS across England is developing to respond to the changing needs of the population. Like elsewhere, across Nottingham and Nottinghamshire we will soon see the creation of new organisations and partnerships. These aim to support health and care organisations in working more effectively together to deliver and improve services, from neighbourhood level all the way up to county-wide.

New Primary Care Networks and Integrated Care Providers will take on some of the existing responsibilities of our six CCGs, for example, leading the transformation of care pathways and creating a more comprehensive, personalised offer for local healthcare. [Click here for more information.](#)

Regardless of whether we merge or stay as we are, we believe we must give these new arrangements the best opportunity to succeed in delivering the best health and care services for our local population.

Top 5 benefits of merging

There are many advantages to merging our six CCGs. These will benefit - either directly or indirectly - patients and local people, GPs and other clinicians, health and care partners and many others. Here are the top five reasons why we believe we should combine our CCGs into one single, statutory commissioning organisation.

A full merger would allow us to provide:

1. Better healthcare and health outcomes

Align with health and care partners across the system in order to address health inequalities and ensure consistency of services where appropriate.

2. Better use of clinical and other resource

Save precious clinical time and resources that can be invested into tackling community health priorities via the new Primary Care Networks.

3. Stronger, consistent commissioning voice and leadership

Provide a stronger clinical voice in strategic decisions about health and care services, as well as at neighbourhood level via Primary Care Networks.

4. Greater support for transformation and local innovation

Scale-up the most successful local clinical innovations to rapidly share best practice across a wider area.

5. Significant administrative savings

Reduce duplication in back office functions in order to redirect clinical and other essential resources closer to the front-line where they are needed most.

Other benefits include:

- More control over defining and creating the health system we need and want for the population
- Greater buying power with the ability to deliver better value for money
- Better opportunity to attract, afford and retain staff with the right talent and skills
- Would help achieve a better balance between standardisation and personalisation of care across the area
- Taking forward the best practice from individual CCGs and agreeing common approaches to increase consistency and quality of care
- Making it easier for health and care partners to engage and work with us
- Meets the NHS Long Term Plan requirements
- More affordable so more likely to be sustainable in the longer-term

These benefits are explained in more detail on pages 14-15 in the supporting information section

Why we don't think we can stay as we are

NHS Long Term Plan

The system continues to change around us and we need to adapt. The NHS Long Term Plan sets clear expectations for the next generation of commissioning organisations. These include typically having a single commissioner within each healthcare system and one set of commissioning decisions. Staying as we are would not directly align with the national direction for the NHS.

Duplication and sustainability

We have made some savings by implementing joint arrangements across our CCGs. However, each CCG is a separate legal entity and it costs significantly more to service all six organisations than it would a single body.

Harder to focus on healthcare needs at a local level

The new Primary Care Networks and Integrated Care Providers will take on our existing responsibility to develop personalised care services which meet healthcare needs at neighbourhood level. Their work will directly inform our commissioning plans and activities.

In fact the new arrangements of one single CCG taking strategic decisions across the whole area and smaller PCNs at local level would directly lend themselves to having an even closer local focus, whilst at the same time enabling more effective commissioning of services across the entire geography.

We believe that by supporting, and working with these networks and alliances, we have an opportunity to strengthen our existing approach to commissioning for specific populations and communities.

We already have in place arrangements to engage and involve local people, clinicians, partners and others in the development of our commissioning plans. Over the coming weeks we are creating a new communications and engagement strategy with the aim of building on the good practice of today.

Running costs of six CCGs versus one

If we continue to run multiple CCGs the costs incurred will be much higher than having one streamlined organisation. The time and money spent on governance arrangements and essential statutory duties e.g. annual reports that could be invested in delivering care for patients.

Furthermore, with the shared arrangements we already have for leadership and governance, many of the collaborative arrangements we would need are already in place. Not proceeding to the next logical step of merging would mean that the momentum and progress on delivering better health for the people of Nottingham and Nottinghamshire would be lost.

The new Primary Care Networks and Integrated Care Providers will take on our existing responsibility to develop personalised care services which meet healthcare needs at neighbourhood level.

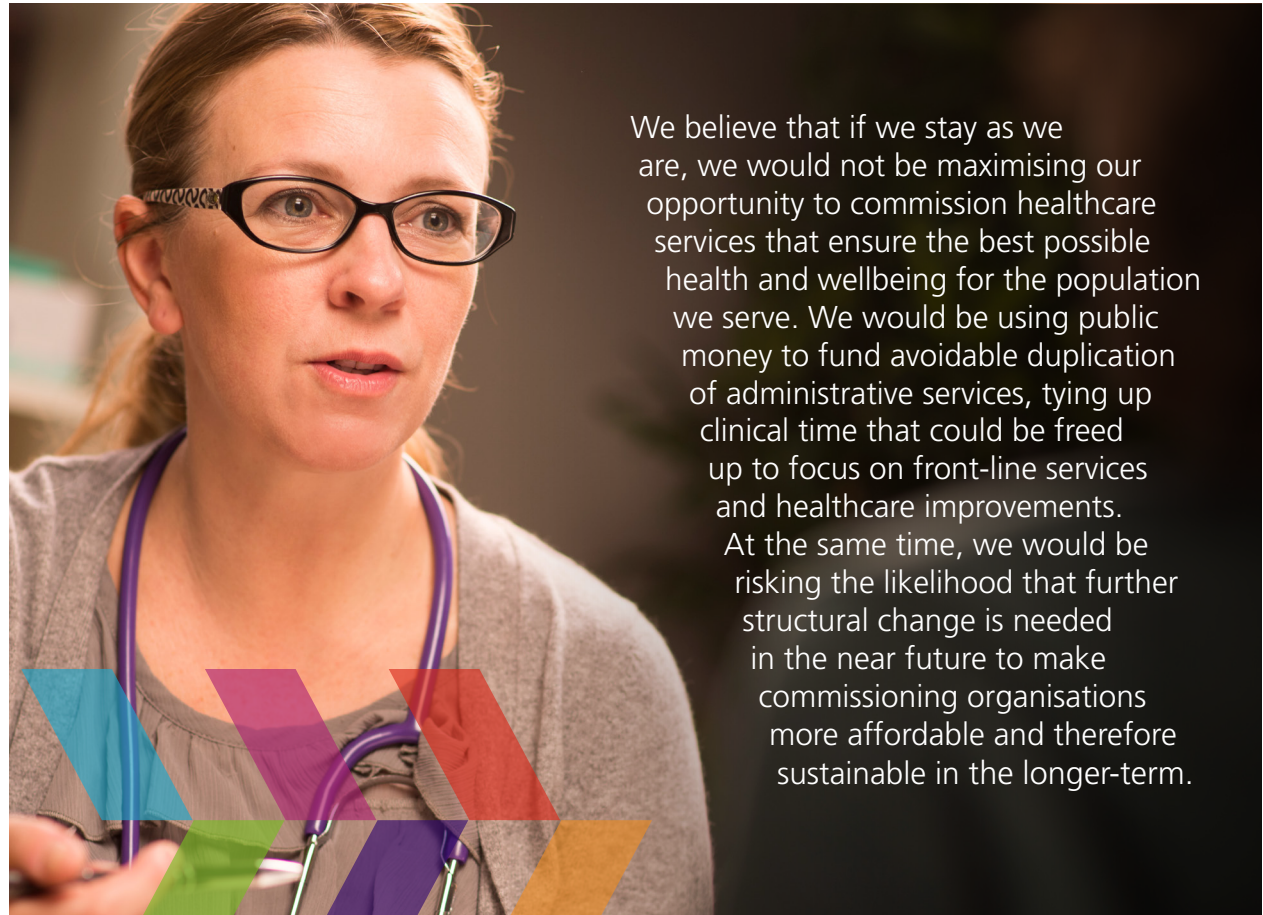
Why we don't think we can stay as we are

Improving clinical leadership, involvement and engagement

At present, the six CCGs employ clinical leaders and clinical staff, and involve and engage many more GPs and other local clinicians. A single organisation would not require as much clinical resource and would encourage the streamlining of related programmes and activities.

A significant proportion of these clinical resources are tied up in duplicate activity as well as in the administration of the CCG itself.

If the decision to proceed to merger is not taken then this valuable clinical resource will continue to be invested in CCG administrative responsibilities rather than seeing patients on the front line, where they are most needed.



We believe that if we stay as we are, we would not be maximising our opportunity to commission healthcare services that ensure the best possible health and wellbeing for the population we serve. We would be using public money to fund avoidable duplication of administrative services, tying up clinical time that could be freed up to focus on front-line services and healthcare improvements. At the same time, we would be risking the likelihood that further structural change is needed in the near future to make commissioning organisations more affordable and therefore sustainable in the longer-term.

How to share your views

This consultation ends at **9.00am on Monday 17 June 2019**. So that we can fully consider your views when we finalise our proposals, your feedback must be received by this time.

Over the next few weeks, senior representatives from the CCG will be meeting with GP member practices and other stakeholders, and we will be involved in a number of other events and activities. For more information, please visit our website:

www.nottinghamnortheastccg.nhs.uk/nhs/ccgs-merger/

Please share your views by:

- Completing our online survey www.surveymonkey.com/r/ProposedCCGMerger
- Responding to the questions on page 11 and sending your answers to us
- Downloading the question and answer sheet from our website and sending the completed document to us by:

Email: ncccg.patientexperience@nhs.net

Post (no stamp required):

Freepost RTGE-CRAT-BABH
NHS Mansfield & Ashfield CCG
Birch House
Mansfield
NG21 0HJ

If you need help or have any questions about this consultation, you can email us (see left) or call on 0800 028 3693. This includes if you would like to attend an event, require translation services, need us to post information to you or require help with the online questionnaire.

We would encourage you to complete the consultation questions online if you can.

This approach makes it easier to process feedback and compare the views of different groups. The online consultation questionnaire can be accessed from anywhere provided that you have a suitable device with an internet connection.

You will have the opportunity to share your views openly as well as being asked a number of specific questions. You don't need to answer all the questions if you don't want to.

www.surveymonkey.com/r/ProposedCCGMerger



Consultation questions

The questions we are asking in relation to this consultation are:

Q1

To what extent do you support our proposal to merge the six CCGs and create a single commissioning organisation?
Please explain your answer

Q2

To what extent do you support keeping the CCGs as they are now?
Please explain your answer

Q3

Is there anything else you think the CCGs should consider when discussing future arrangements for commissioning?

What happens next

Finalise proposals

We will formally consider the feedback we receive from you during our joint Governing Board meeting on 4 July 2019. Stakeholder views will directly inform our decision as to whether to make a formal application to merge.

NHS England review

If the agreed option is to merge, an application would be made to NHS England for approval. This is the organisation that leads the National Health Service (NHS) in England and is responsible for overseeing our commissioning activities.

NHS England will be particularly interested in the feedback we receive from you. They will want to make sure that our proposed plans are appropriately supported by our key stakeholders, in particular, GP member practices, Healthwatch and healthcare partners. They will also want to make sure that we have effective plans in place to ensure effective clinical leadership as well as ongoing engagement with local people, clinicians and other stakeholders in any new arrangements.

Responding to stakeholder feedback

We have appointed independent parties to evaluate the responses we receive. Their report will summarise what key stakeholders have told us and we will share this on our website. We will discuss feedback in Governing Body meetings and other forums, and will respond formally to the feedback we receive.

Latest news and information

Please visit our website where you will find the latest news and information about this programme of work.

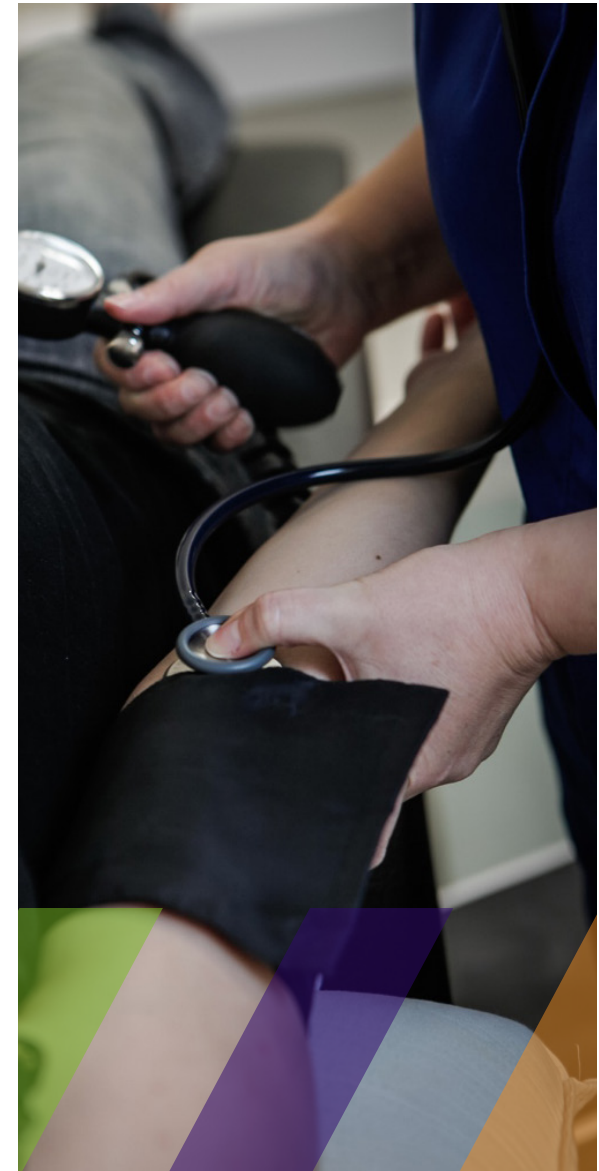
www.nottinghamnortheastccg.nhs.uk/nhs/ccgs-merger/

You can also contact us if you have any queries about the consultation – please see details on page 10.

Timescales

Should we agree to merge and NHS England accepts our proposal, the single CCG organisation would be in place from 1 April 2020. In the meantime, we will make the various organisational changes that need to be made in readiness and will engage with key stakeholders to inform this work.

If we decide not to make an application for merger, we will continue to implement existing plans for closer collaboration between CCGs and will discuss how we can work in the most effective way with the emerging arrangements across the new Integrated Care System.



Supporting Information

The following pages provide further detail about:

- Top 5 merger benefits explained
- The new NHS arrangements and where commissioning will sit
- Plans underway to deliver essential CCG requirements or 'must-haves' in the future



Top 5 benefits of merger explained

There are many advantages to merging our six CCGs. These will benefit - either directly or indirectly - patients and local people, GPs and other clinicians, health and care partners and many others. Here are the top five reasons why we believe we should combine our CCGs into one single, statutory commissioning organisation.

A full merger would enable:

1. Better healthcare and health outcomes

Being a single commissioner would complement emerging developments within the NHS arrangements around us, in particular the Integrated Care System (ICS), Integrated Care Providers and Primary Care Networks ([find out more here](#)). Our boundaries would mirror the ICS footprint and align with local authority boundaries ([view here](#)).

By structuring ourselves in the best way to enable health and care partners across the system to work more effectively and efficiently together, we would provide the best opportunity to improve healthcare, tackle health inequalities and ensure consistency of services in terms of quality and availability across Nottingham and Nottinghamshire.

“A single CCG would remain a clinically-led, GP membership organisation. Strong clinical leadership, together with the involvement of local people, clinicians and partners, remains an absolute priority.”

2. Better use of clinical and other resource

Through the new Primary Care Networks and Integrated Care Providers, GPs and other healthcare providers will focus on developing and delivering services to meet healthcare needs in their neighbourhoods, whilst still being involved in strategic commissioning through their membership of the CCG.

Duplicating commissioning activities, particularly where clinicians are involved, uses valuable time and resources, which could be freed up to deliver and support front-line services where they are most needed.

3. Stronger, consistent commissioning voice and leadership

As a single body we would provide a stronger, single and more consistent commissioning vision, leadership, voice and approach for the Nottingham and Nottinghamshire health and care system. Clinical leadership would have a greater impact, with consistent decision-making and more clinical efficiency at a system-level, as well as within neighbourhoods through Primary Care Networks.

Top 5 benefits of merger explained

4. Greater support for transformation and local innovation

Working across the system to implement a single, cohesive strategy, accompanied by speedier decision-making, would enhance the pace at which transformation can be achieved. We could therefore deliver better patient health outcomes more quickly and effectively, and improve the consistency of services as well as our approach to commissioning.

Front-line clinicians would be able to innovate locally to deliver our strategy consistently within and across neighbourhoods, with best practice properly supported, identified and applied more rapidly across a wider area.

5. Significant administrative savings

Having a single organisation would eliminate duplication of administrative support functions like finance, payroll and procurement. The significant savings made would be better channelled into addressing priority activities which deliver real benefits for local healthcare, rather than serving the CCG organisations themselves.

CCGs have to make a 20% saving in running costs by 2020/21*. At present, this would need to be applied to each of the six CCG budgets. Reducing duplication through merger would make a significant contribution towards this saving. Furthermore, by pooling together, we could collectively address the target in a more innovative and effective way, ensuring ongoing funding for the commissioning activities we need the most.

* The 20% cost savings are to be applied only to CCG administration costs. Patient services, such as hospitals, GPs and community services, are not part of CCG running costs and will NOT be affected.

Other benefits include:

- More control over defining and creating the health system we need and want for the population
- Greater buying power with the ability to deliver better value for money
- Better opportunity to attract, afford and retain staff with the right talent and skills
- Would help achieve a better balance between standardisation and personalisation of care across the area
- Taking forward the best practice from individual CCGs and agreeing common approaches to increase consistency and quality of care
- Making it easier for health and care partners to engage and work with us
- Meets the NHS Long-Term Plan requirements
- More affordable so more likely to be sustainable in the longer-term



'Must-Haves'

Our 'Must-Haves'

Regardless of the future arrangements for commissioning, there are a number of 'must-haves' that we are committed to delivering. Although they do not form part of this consultation because we need to do them anyway, we recognise that they are likely to be of particular relevance to our GP members.

We must have:

- ✓ The ability to deliver our commissioning ambitions and responsibilities effectively and as quickly as possible, both at neighbourhood level and across the entire geography we serve
- ✓ Strong clinical leadership and involvement in the new arrangements ([find out more here](#))
- ✓ Effective engagement with local people, clinicians, healthcare partners and others to inform commissioning decision making and activities from neighbourhood to system-wide levels ([find out more here](#))
- ✓ An ongoing focus on the health and care needs of neighbourhoods or specific populations, as well as a strategic focus across Nottingham and Nottinghamshire ([find out more here](#))
- ✓ A single commissioning vision with strategic priorities and health outcome goals at system, place and neighbourhood levels
- ✓ The best opportunity to work effectively with our partners and pave the way for better integration of health and care services
- ✓ The ability to deliver both the 20% savings in CCG running costs* by 2020/21, and restore financial balance across the system in the foreseeable future

* Running costs relate to the administration of the CCG organisation itself, e.g. payroll, finance and procurement. They do not include patient services, which are covered by a separate budget and which will not be affected by this consultation.



'Must-Haves'

Regardless of the future arrangements for commissioning, there are a number of 'must-haves' that we are committed to delivering. As well as asking for your response to this consultation, we welcome views on how we can enable these 'must-haves' to happen.

Must-Have 1: Clinical leadership and involvement

Strong clinical leadership and involving clinicians in making healthcare decisions are essential aspects of commissioning. All GP practices are members of a CCG and have a say in what, and how, local NHS services are provided. None of this will change, even if we become a single commissioning organisation.

As well as GPs, we also involve clinicians from hospitals, mental health and community services, and other care settings in our decision-making. Listening to, and learning from, the experiences of front-line clinicians helps us to commission better services for local people in the long-term.

We believe that the good work taking place within CCGs to involve clinicians must not only continue, but be strengthened in any new arrangements. Our GP clinical chairs are developing plans to make sure this happens, and which include:

- CCGs will continue to be clinically-led. Depending on the outcome of this consultation, several GP leaders, a nurse and a secondary care doctor would sit on either an overarching Governing Body, or on a joint

committee representing each CCG (as they do now). Our supporting CCG committees will maintain strong clinical involvement, with members including GPs, pharmacists and Allied Health Professionals

- We are working with partners to ensure leadership by, and the involvement of, GPs and other clinicians within the new ICS, ICP and PCN arrangements. Each PCN will be led by a designated Clinical Director
- We will create a specialist clinical group or 'cabinet' across Nottingham and Nottinghamshire to provide clinical advice and scrutiny of developments within care pathways and other significant programmes of work
- We will combine similar programmes of clinical work underway across CCGs, e.g. urgent care, cancer or end of life, with each programme led by a senior clinician

If you would like to help shape our thinking around clinical leadership and engagement, including how we can nurture diverse, compassionate and inclusive leadership, please share your views and these will be forwarded to the senior clinical team overseeing this work.

Key question:

How can we ensure ongoing clinical leadership in any future commissioning arrangements, and how can we strengthen what we do already?

Must-Have 2: Effective engagement

Regardless of what our future organisational arrangements look like, we remain committed to engaging and involving our key stakeholders in our commissioning activities.

As happens now, the Governing Body of a single CCG would include patient representatives (lay members) and clinical leads including a GP Clinical Chair, other GPs, a nurse and a secondary care doctor. We would also continue to strengthen and build upon our arrangements for involving and engaging local people, clinicians, CCG staff, partners and others in our everyday activity, which include patient participation groups, patient and public engagement committees, lay member representation and other events and activities.

'Must-Haves' (continued)

Effective engagement (continued)

By introducing an Integrated Care System and three Integrated Care Providers which mirror local authority boundaries overall, our partners should find the NHS across Nottingham and Nottinghamshire much more accessible and easier to work with. Furthermore, services delivered by partners at a neighbourhood level, e.g. voluntary services and social care, will be able to work more closely with NHS providers through the Primary Care Networks.

Over the next few weeks we will be refreshing our communications and engagement strategy and will be involving our various stakeholders in doing so. The strategy will include plans for strengthening our approach to engaging with patients, GPs, partners and others, whether as six separate organisations or as a single commissioner. Although not part of this particular consultation, we would welcome your views on how we might achieve this.

Key question:

How can we strengthen our arrangements to involve local people, GPs, other clinicians and healthcare partners in future commissioning activities?

Key Must-Have 3: Ensuring a focus on the health and care needs of neighbourhoods or specific populations, as well a strategic focus across Nottingham and Nottinghamshire

The Primary Care Networks and the three Integrated Care Providers have an essential role to play in understanding, recommending and delivering the services needed at a local level. Based on clinical evidence and experience at a local level, their recommendations will directly inform our commissioning strategy across Nottingham and Nottinghamshire. In turn, PCNs and ICPs will deliver our commissioning aims at a local level, personalising services as required both within and across their neighbourhoods.

Because more clinicians and other healthcare providers will work together to inform services in a specific area, we believe that there will be a far better opportunity to get services right locally.

As a single commissioner with oversight of all these needs, we would also be able to identify where needs are the same across different areas. This means that we can plan and buy unique services for specific neighbourhoods or populations. We can also ensure that consistent services are available across all areas where needed.

As part of our communications and engagement arrangements, we ensure that we listen to, engage and communicate with neighbourhoods and communities across the area we serve. Through patient participation groups, patient and public engagement committees and groups, lay member representation and various events and activities throughout the year, we ensure that patients have a strong voice and are able to help shape our strategies, plans and activities both within neighbourhoods, and across the area we serve.

Regardless of our future organisational form, we remain committed to this type of engagement and will continue to build upon what we do already.

Key question:

What else should a strategic commissioner do to ensure a continuing focus on health and care needs at a local level?

New and emerging NHS arrangements

The NHS is changing around us to meet the developing needs of people living across England, whilst making better use of public funds. These changes are aimed at achieving greater consistency in the quality and availability of healthcare services, and to address health inequalities. They will also streamline healthcare activities, enabling commissioners to do what they do best, e.g. assessing needs and setting meaningful outcomes, whilst supporting providers in doing what *they* do best, e.g. innovating and delivering personalised care solutions to the people they serve.

The new nationwide arrangements will help NHS organisations to take a more strategic view of healthcare across a wider population, to identify common areas of health need and to address them collectively instead of doing things many times and differently. People will find it easier to gain access to healthcare services that both meet their needs and are consistent across the wider area. In turn, this will help address the 'postcode lottery' where some people do not have access to the same services because of where they live.

Our new Integrated Care System (ICS) will bring together NHS organisations, local authorities, voluntary services and other key partners within Nottingham and Nottinghamshire. With a strategic view across the entire geography, the ICS will focus on achieving the best possible health and care services for the entire population, as well as for specific populations and neighbourhoods.

At the same time as enabling a more strategic approach, the changes support a greater clinical focus on healthcare within specific neighbourhoods through the creation of Primary Care Networks (PCNs). The PCNs across Nottingham and Nottinghamshire will in turn be aligned to one of three Integrated Care Providers to collaborate across a wider area in delivering and improving healthcare services.

The changes also aim to make the NHS more efficient and effective by reducing unnecessary duplication and by placing clinical and other valuable resources closer to the front-line.

More about the new arrangements being set up across Nottingham and Nottinghamshire can be found overleaf.

You can find out more about nationwide NHS developments, why they are being made and what they aim to achieve in the *NHS Long Term Plan*, available on the following website:
www.longtermplan.nhs.uk

Locally, our commissioning priority is to ensure that everyone living in Nottingham and Nottinghamshire has the best possible health and wellbeing they can. We believe the new NHS arrangements being introduced across our area will help us to achieve this. We want to give them every opportunity to succeed and recognise that we will need to adapt the way in which we work if we are to make this happen.

Having explored the various options, we believe that the new arrangements would benefit most from having a single commissioning organisation.

An overview of new NHS arrangements for Nottingham and Nottinghamshire

Primary Care Networks (PCNs) - NEIGHBOURHOODS

As well as having a view of healthcare across the overall area, it is equally essential that we maintain our focus on local needs within a specific neighbourhood or population. Primary Care Networks (PCNs) are being set up to do exactly that. Around 20 new PCNs will be set up across our area so that organisations providing healthcare services at a local level can work even better together.

PCNs will consist of groups of general practices working together with a range of local providers, including primary care and community services, mental health, social care and the voluntary sector. Through these networks, local health and care providers will focus on delivering more personalised, coordinated health and social care to meet the needs of their particular neighbourhood.

PCNs will be led by clinicians and will be appropriately funded, resourced and supported. They will be aligned to one of three Integrated Care Providers (ICPs) according to their geographical location.

Integrated Care Providers (ICPs) - PLACE

All PCNs will belong to one of three Integrated Care Providers (ICPs). These will serve wider populations living within the geographical areas of Nottingham City, Mid-Nottinghamshire* and South Nottinghamshire**. These areas reflect local authority boundaries overall, and build on existing collaborations and alliances which have proven to work well.

ICPs are alliances of health and care providers, including PCNs, that will work together to deliver care by agreeing to collaborate rather than compete. They will be responsible for the cost, quality and consistency of services for the population they oversee. They will develop better pathways of care for patients and more effective ways of working together. Like PCNs at a neighbourhood level, ICPs will inform commissioning decisions relating to the area they serve.

* Mid-Nottinghamshire: Ashfield, Mansfield, Newark and Sherwood

** South Nottinghamshire: Broxtowe, Gedling and Rushcliffe

Our Integrated Care System (ICS) - SYSTEM

The NHS is not the only body that plays a key role in influencing and responding to people's health and wellbeing. For example, local authorities are a major partner because they provide social care, public health and other services which influence the health and wellbeing of the population. Other important partners include voluntary services and the independent sector.

Under the new changes, NHS, local authorities and other key organisations will form a partnership across a designated geography, called an 'Integrated Care System' or 'ICS'. Locally, our ICS covers the geography of Nottingham and Nottinghamshire excluding Bassetlaw, which is historically aligned to services within South Yorkshire. Together, partners within the ICS will focus on ensuring the best possible health and care services both across the entire area, as well as for specific populations and neighbourhoods.

An ICS organisation will provide clinical and administrative expertise to support health and care partners in working together effectively across the area. It will also take the lead on workforce planning and play a regulatory role.

Responsibilities of new organisations and alliances

SYSTEM:

Nottingham and Nottinghamshire Integrated Care System (ICS)

Population:
1 million+



Partner organisations work together to oversee health and care across Nottingham and Nottinghamshire

Key responsibilities:

- Respond to ICP and PCN feedback and recommendations, and set the healthcare strategy for the system to include expected health outcomes
- Improve local health and wellbeing across the entire area and at neighbourhood level
- **Strategic Commissioning (clinically-led)***
- Manage resources and workforce planning
- Coordinate health and care partnerships
- Regulation

**This is where future commissioning arrangements will fit*

PLACE:

Three Integrated Care Providers (ICPs)

Population:
330,000 - 700,000



Health and care providers collaborate across the geography (place) they serve

Key responsibilities:

- Oversee the cost, quality and consistency of services
- Develop better pathways of care and more effective ways of working together
- Inform commissioning decisions
- Deliver commissioning strategies and plans
- Tailor healthcare where appropriate to meet needs within their place

All PCNs will be aligned to one of the three ICPs

NEIGHBOURHOOD:

Primary Care Networks (PCNs*)

Population:
30,000 - 50,000



GPs work with social care, pharmacists, mental health and other local health and care providers to focus on services within their neighbourhoods

Key responsibilities:

- Deliver coordinated health and care services within their neighbourhood
- Personalise services on their doorstep to meet specific local needs
- Innovate locally to deliver and inform commissioning decisions and plans
- Encourage, represent and respond to the local patient voice

Each PCN will be led by a clinical director

*The number of patients in each PCN is flexible depending on the locality. There will be around 20 PCNs across the area. This is subject to discussion and agreement in May 2019.

How does commissioning fit within new NHS arrangements?

Whether as a single organisation or through joint arrangements, CCGs must both meet the national criteria, and deliver the system requirements as effectively as possible.

We believe that a single, strategic commissioning organisation would have the best opportunity to make this happen. Furthermore, we would be supporting the delivery of care closer to home by reducing duplication and moving valuable resources closer to the front-line, as well as by supporting the collaboration of primary, secondary and community care providers.

The Long Term Plan clearly sets out the expectations for local commissioning, and signals significant changes to the role that commissioners will play within their health and care system.

Key aspects can be summarised as follows:

- Typically, there will be a **single commissioner** within each ICS area
- Every ICS is expected to enable a **single set of commissioning decisions** at system level
- CCGs must become **leaner, more strategic organisations** that support providers in partnering with local government and other community organisations
- Working through the ICS, commissioners will make **shared decisions with providers** about using resources, designing services and improving population health
- Commissioners will be exclusively **responsible for certain decisions**, e.g. procurement and the awarding of contracts
- **Streamlined commissioning** arrangements across the ICS footprint are essential

Although arrangements for the Nottingham and Nottinghamshire ICS are still emerging, a number of requirements have already been agreed for the role of a future strategic commissioner.

These are:

- **Commissioning for outcomes** within and across neighbourhoods through the development of ICP contracts and PCNs
- Commissioning the **transformation of services**, designing and delivering large-scale change in conjunction with partners
- Overseeing and mitigating any **quality and equality impacts** of service change
- Providing **professional leadership** across the system (nursing, therapies, pharmacy, linking general practice with secondary care)
- Driving the **personalisation agenda** whereby services are tailored to specific needs
- Agreeing a long-term system **financial strategy for the system**, including achieving financial balance
- Delivering a 20% **reduction in commissioning running costs** by 2020/21

Glossary

CCG	Clinical Commissioning Group
ICS	Integrated Care System
ICP	Integrated Care Provider (Three within Nottingham and Nottinghamshire healthcare system)
NHS England	The organisation that leads the National Health Service (NHS) in England and is responsible for overseeing our commissioning activities.
PCN	Primary Care Network (there will be around 20 across Nottingham and Nottinghamshire)



Forward Plan of the Leisure & Environment Committee Decisions from 1 June 2019 to 31 May 2020

This document records some of the items that will be submitted to the Leisure & Environment Committee over the course of the next twelve months.

These committee meetings are open to the press and public.

Agenda papers for the Leisure & Environment Committee meetings are published on the Council's website 5 days before the meeting <http://www.newark-sherwooddc.gov.uk/agendas/>. Any items marked confidential or exempt will not be available for public inspection.

Meeting Date	Subject for Decision and Brief Description	Contact Officer Details
25 June 2019	Better Care Fund	Leanne.monger@newark-sherwooddc.gov/ alan.batty@newark-sherwood.dc.gov
25 June 2019	Cleaner, Safer, Greener Campaign Overview	matthew.finch@newark-sherwooddc.gov
25 June 2019	Update on the neighbourhood wardens – short presentation to Committee regarding their role and powers	matthew.finch@newark-sherwooddc.gov alan.batty@newark-sherwood.dc.gov.uk
25 June 2019	Update on Active4Today 2018-19 Outturn	andy.hardy@newark-sherwooddc.gov leanne.monger@newark-sherwooddc.gov
25 June 2019	Hawtonville Community Centre Management 6 Monthly Progress Report	andy.hardy@newark-sherwooddc.gov
25 June 2019	Mansfield and District Crematorium Joint Committee Annual Statement of Accounts	catharine.saxton@newark-sherwooddc.gov
4 September 2019	Sherwood Forest Hospital NHS Foundation Trust Presentation	leanne.monger@newark-sherwooddc.gov
4 September 2019	Waste Commercials Projects	Jill.baker@newark-sherwooddc.gov.uk Natalie.cook@newark-sherwooddc.gov.uk
4 September 2019	Waste Review Presentation (TBC)	Matt.finch@newark-sherwooddc.gov.uk Ella.brady@newark-sherwooddc.gov.uk
24 September 2019	Mental Health – Charity MIND and/or Other Charities and Voluntary Groups	leanne.monger@newark-sherwooddc.gov
4 September 2019	Sports and Recreation Facilities Plan 2014 – 2021	leanne.monger@newark-sherwooddc.gov /andy.hardy@newark-sherwooddc.gov

24 September 2019	Update report regarding Fly Tipping	Andrew.kirk@newark-sherwooddc.gov Matt.finch@newark-sherwooddc.gov.uk
24 September 2019	Update Report Fixed Penalty Notices	alan.batty@newark-sherwood.dc.gov