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Monday, 11 January 2021

**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**

MEETING: Leisure & Environment Committee

DATE: Tuesday, 19 January 2021 at 6.00 pm

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

**You are hereby requested to attend the above Meeting for the purpose of transacting the
business on the Agenda as overleaf.**

Attendance at this meeting and public access will be by remote means due to the Covid-19 Pandemic. Further details to enable remote access will be forwarded to all parties prior to commencement of the meeting. If you have any queries please contact Catharine Saxton on
Catharine.saxton@newark-sherwooddc.gov.uk.

AGENDA

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Remote Meeting Details

This meeting will be held in a remote manner in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The meeting will be live streamed on the Council's social media platforms to enable access for the Press and Public.

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|----|--|---------------|
| 1. | Apologies For Absence | |
| 2. | Declarations of Interest by Members and Officers and as to the Party Whip | |
| 3. | Declaration of any Intentions to Record the Meeting | |
| 4. | Minutes of the meeting held on 17 November 2020 | 5 - 11 |
| 5. | Chairman's Report | Verbal Report |
| 6. | Presentation Regarding Public Health/Active Notts Physical Insight Project | |

Part 1- Items for Decision

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| 8. | Proposal for a Public Space Protection Order - Vicar Water Country Park | 38 - 48 |
| 9. | Leisure & Environment Committee Revenue Budget 2021/22 | 49 - 63 |

Part 2- Items for Information

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| 10. | Leisure & Environment Revenue and Capital Forecast Outturn Report to 31 March 2021 as at 30 November 2020 | 64 - 83 |
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Confidential and Exempt Items

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| 13. | Exclusion of the Press and Public | |
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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 Part 1 of Schedule 12A of the Act.

Agenda Item 4

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Leisure & Environment Committee** broadcast from Castle House, Great North Road, Newark NG24 1BY on Tuesday, 17 November 2020 at 6.00 pm.

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

Councillor S Carlton, Councillor Mrs D Cumberlidge, Councillor P Harris, Councillor Mrs L Hurst, Councillor B Laughton, Councillor J Lee and Councillor Mrs Y Woodhead

ALSO IN ATTENDANCE: Councillor K Girling

APOLOGIES FOR ABSENCE: Councillor L Brailsford (Committee Member), Councillor M Cope (Committee Member) and Councillor Mrs G Dawn (Committee Member)

The meeting was held remotely, in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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

Councillor S Carlton declared a personal interest in Agenda Item 6 – Active4Today – Performance Update and Draft Business Plan 2021/22, as he was a member of the Board of Active4Today.

69 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting which was to be webcast.

70 MINUTES OF THE MEETING HELD ON 22 SEPTEMBER 2020

AGREED that the Minutes of the meeting held on 22 September 2020, be approved as a correct record to be signed by the Chairman.

The Chairman informed the Committee that the order of business on the agenda would be changed. Agenda Item 12 – Grounds Maintenance of HRA Land would be taken in Part 1 – Items for Decision, after Item 7 as the report was no longer confidential.

71 CHAIRMAN'S REPORT

The Chairman delivered an update to the Committee in relation to key developments that had taken place between Committee meetings from services within the

Committee remit.

It was reported that the response to Covid-19 had continued to affect services within the Councils responsibility and Members would be aware that the national restrictions had meant that Council leisure centres had closed once more.

The Managing Director of Active4Today – Andy Carolan, provided an update on the agenda in relation to the impact Covid-19 was having on the business and its finances.

Even before the national restrictions, the regulations in both tier 2 and tier 3 were having a detrimental impact and the Council would therefore be closely monitoring what the exit plan from the national restrictions looked like post 2 December. During October, colleagues from public protection were heavily involved in supporting businesses across Newark and Sherwood to meet the new requirements that tier 2 brought to their operations. This also involved joint work with colleagues in the police to undertake weekend visits to pubs to ensure that they too were operating in line with the new regulations. Whilst the vast majority were, one pub was issued with an enforcement notice. Again, the team would be closely monitoring the exit plan post 2 December, as they were likely to be involved once more in ensuring compliance with whatever the replacement regulations would be. Despite the operational challenges that Covid continued to bring, the Chairman was pleased to be able to inform Members about a number of positive developments which had been achieved.

Four of the Council's parks, which were maintained by the Council's grounds maintenance team, had been awarded Green Flag Status once again. The Council was rightly proud of the parks and open spaces and this award showed that the Castle Gardens, Sconce and Devon, Vicar Water and Sherwood Heath were being looked after to the highest standards. On the agenda was a report recommending that spaces within HRA land were looked after once more by the Council which was a great opportunity to ensure greater consistency in standards and better accountability for more of our open spaces. The Council also continued to make good progress with the new pool at the Dukeries Leisure Centre in Ollerton, which was currently on programme to complete the works in June 2021. This week the steels for the superstructure were set to go in, this would make the development even more real for the community in what would be a very positive facility. The chairman also informed Members regarding the report on the Council's Climate Emergency Strategy and Action Plan, which would go to Full Council on 15 December 2020. Once approved, a number of interventions that were proposed to reduce the Council's carbon footprint would be in the gift of this Committee, including reducing the footprint from the Council's biggest emitters – the leisure centres. The Chairman looked forward to receiving a report next year setting out how the Council would proceed with this.

72 ACTIVE4TODAY - PERFORMANCE UPDATE AND DRAFT BUSINESS PLAN 2021/22

The Committee considered the report presented by the Health Improvement and Community Relations Manager which presented the Active4Today Draft Business Plan, 2021/22. The Committee was also updated regarding the Company's performance to end of October 2020 and the exceptional circumstances that had impacted on the Company as a result of Covid-19 throughout the year to date.

It was reported that as a result of Covid-19, site closures and restricted operating parameters had a significant impact on the trading activity to date and would have serious ramifications for the company in respect of trading activity for the foreseeable future. Members were informed that it was important to recognise that the review of the Company's governance arrangements may lead to further changes to the operating model, to be considered by the Committee and may impact on the business plan and therefore the draft plan may require further work.

Members congratulated the team for the work they were undertaking in this difficult time and asked for an update regarding which Leisure Centres were still operating.

The Health Improvement and Community Relations Manager confirmed that the Newark Fitness Centre was still open for school swimming, which was good news that some footfall was going through the centre as part of the school PE curriculum.

The Managing Director of Active4Today confirmed that the closure restrictions had also been lifted for the Southwell Leisure Centre swimming pool and through negotiations with County swimming, school swimming was continuing. Good feedback regarding the swimming programme being provided had been received from Nottinghamshire County Council schools. A4T staff were also continuing with the maintenance of their leisure centres i.e. legislative checks such as legionella and reviewing Covid-19 provisions in preparation for the opening date. The report also noted the positive feedback from customers regarding the work undertaken during the pandemic at the leisure centres.

Members asked for detailed information regarding childhood obesity as the report only indicated that childhood obesity was developing. The Health Improvement and Community Relations Manager confirmed that the work being undertaken to address childhood obesity was far wider than just what Active4Today was offering. Active4Today was trying to provide activities to address obesity and had developed a number of programmes, specific details of interventions to reduce childhood obesity as part of the business plan was still being prepared. Work was being undertaken with schools, bursaries had been given to young people where price was a barrier and work was also being undertaken with health programmes. It was confirmed that a report would be submitted to the January meeting of the Committee including a comparison with local/national obesity figures. The report would also inform Members of the priorities in the physical activity and sport plan.

AGREED (unanimously) that:

- (a) the Committee considered the draft themes for the Active4Today Draft Business Plan 2021/2022 and make any representations to the Company via the Authorised Officer;
- (b) the performance up to period 7 to 31 October 2020 be noted;
- (c) Active4Today provides the January committee meeting with its latest in-year financial position and full year forecast in order that the Committee can form judgements on the appropriateness of further financial contributions; and information regarding childhood obesity be included in the update report to the January meeting of the Committee

73 FLY TIPPING ACTION PLAN

The Committee considered the report presented by the Business Manager – Public Protection, which informed Members of the challenges in progressing the Fly Tipping Action plan and sought agreement for a new timetable for implementing co-ordinated actions in the district. The report also set out the impact of Coronavirus on levels of fly tipping and the enforcement response.

A Member sought clarification regarding how many fly tipping prosecutions the Council had secured in the last two years for each Member ward. It was confirmed that information would be circulated to Members.

A Member asked if any progress had been made regarding the Household Waste Recycling Centres taking in trade waste. It was confirmed that discussions were taking place with Nottinghamshire County Council and Veolia, a system would be put in place to allow the trader to register and they would then be charged per tonne for their waste.

AGREED (unanimously) that:

- (a) the progress made on the action plan be noted;
- (b) the new time table for delivery of the action plan be agreed;
- (c) the enforcement actions being taken against fly tipping be supported; and
- (d) information regarding the number of fly tipping prosecutions secured by the Council in the last two years for each Member ward, be circulate to all Members of the Council.

74 GROUNDS MAINTENANCE OF HRA LAND

The Committee considered the joint report of the Director of Housing, Health and Wellbeing and Director of Communities & Environment which was presented to Members by the Business Manager Environmental Services a business case for Newark and Sherwood's Street Scene Service to deliver the Grounds Maintenance of HRA (Housing Revenue Account, or Housing Service land) land going forward, rather than contracting to a third party for this service. Members were also asked to consider an in principle decision to expand the existing Newark & Sherwood District Council (NSDC) Street Scene service to include the maintenance of HRA land, noting the potential obligations under TUPE of bringing the service in-house and the initial financial outlay required. Members were further presented with details of enhanced levels of service available, which would form part of a future consultation with tenants subject to the approval of the business case as outlined in 1.2 of the report.

Member considered the proposals and supported the scheme as they were confident of the workmanship, recognised the benefits of bringing the works back in-house and suggested that the works could be expanded further to Parish Councils. It was also suggested that tenants and residents could be engaged regarding grass cutting and the possibility of having meadow land, with some land having an early and late cut to allow the land to become wild and engage with nature. The Business Manager

Environmental Services confirmed that Parish Councils were being looked into and the Development team was progressing with the Cleaner, Greener scheme in the district.

A Member asked if the football pitch in Coddington could be considered as a woodland walk as the Coddington residents were in support of the change. It was also suggested that an asset land audit be undertaken for Coddington as there were numerous small areas of land in between properties that the Council owned and the residents were keen to take over the maintenance of that land. It was suggested that the land could be transferred to the Parish Council to save tax payers money. The Business Manager Environmental Services confirmed that a land asset survey was being undertaken for the entire district.

AGREED (unanimously) that:

- (a) in principle the expansion of the existing NSDC Street Scene team to accommodate the HRA grounds maintenance contract and to endorse the grounds maintenance service for the HRA to be in sourced, be approved;
- (b) the potential TUPE implications of bringing the service in house be noted; and
- (c) the decision from the Leisure & Environment committee be referred to the Homes and Communities Committee for consideration of matters relating to this proposal that fall within its remit before being sent to the Policy and Finance Committee for approval.

75 LEISURE & ENVIRONMENT REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 SEPTEMBER 2020

The Committee considered the report presented by the Business Manager – Financial Services, which compared the Revised Budgets for the period ending 31 March 2021 with the Projected Outturn forecast for that period, based on meetings with Financial Services staff and the appropriate Business Manager. These were based on six months’ performance information on the Council’s revenue and capital budgets, including:

- General Fund (GF) Revenue
- Capital Programme

Members were informed that it was requested by Members at the Policy & Finance Committee during February 2020 that reports be presented to the Operational Committees for noting, in order for them to understand the financial position of their Committee.

The Business Manager – Financial Services informed Members that the projected figures contained within the report were produced prior to the Governments changes to Tier 3 and the country lockdown. Due to this there was a further unfavourable variance of £56,000 to Newark Livestock Market. Therefore the overall variance to be reported to the Policy and Finance Committee was £202,000 to date. The main

reasons for this variance was detailed in Appendix A to the Policy and Finance Report contained within the agenda. Members were asked to note that this position was still an indication of the anticipated outturn position and officers continued to work throughout the year revising their forecasts. Further forecast reports closer to the financial year end would give a more accurate assessment of the outturn position.

It was reported that the current position for the Council was an unfavourable variance of circa £0.537m-£0.737m. This was prior to any return funding from the Nottinghamshire Business Rates Pool, for which S151 Officers across the County were working to review the position.

AGREED (unanimously) that the report be noted.

76 MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE - ANNUAL STATEMENT OF ACCOUNTS

The Committee considered the report presented by the Business Manager Financial Services, which presented the Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee, Appendix 2 to the report, which was taken from the Committee's Urgency Decision report, which was appended to the report as Appendix 1. The report and the relevant Urgency Decision taken during Covid-19 was also attached as Appendix 3 to the report.

AGREED (unanimously) that the Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee be noted.

77 URGENCY ITEMS - MINUTE OF DECISION

The Committee noted the decision that various regulations had recently been published providing an opportunity to issue fixed penalty notices for a number of offences relating to breaches of coronavirus controls. In accordance with regulations 18(11)(a)(iv) of the Health Protection (Coronavirus, Collection of Contact Details etc. and Related Requirements) Regulations 2020 No. 1005, Newark and Sherwood District Council designated officers named below as authorised persons to enforce the provisions of the regulations and to issue penalty charge notices, to the extent set out in the regulations.

All staff in the following posts were authorised to issue fixed penalty notices under the regulations contained within the report.

Business Manager – Public Protection
Senior Environmental Health Officers
Environmental Health Officers
Environmental Health Technical Officers
Community Protection Officers
Licensing Enforcement Officers
Anti-Social Behaviour Officers

The urgency item agreed by Members listed on the Minute of Decision was to ensure

that the authorisation of fixed penalty notices in accordance with regulations proceeded without unnecessary delay.

AGREED (unanimously) that the urgency item be noted.

78 LEISURE & ENVIRONMENT COMMITTEE FORWARD PLAN

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.

Members suggested the following:

- Council land assets – the remit be looked at to see if the Leisure & Environment Committee was the appropriate Committee to provide a list of Council land assets.
- Regular updates regarding the Swimming Pool located at the Dukeries Leisure Centre site.
- Obesity performance figures – a report be submitted to the 19 January 2020 meeting regarding national obesity figures and how the Council would measure the local figures and action plan.

AGREED (unanimously) that:

- (a) the Forward Plan be noted; and
- (b) the following suggested items be researched and included on the Leisure and Environment Committee Forward Plan:
 - Council land assets – the remit be looked at to see if the Leisure & Environment Committee was the appropriate Committee to provide a list of Council land assets.
 - Regular updates regarding the Swimming Pool located at the Dukeries Leisure Centre site.
 - Obesity performance figures – a report be submitted to the 19 January 2020 meeting regarding national obesity figures and how the Council would measure the local figures and action plan.

Meeting closed at 7.45 pm.

Chairman

LEISURE & ENVIRONMENT COMMITTEE

21 JANUARY 2020

ACTIVE4TODAY – FINAL BUSINESS PLAN, 2020/21 AND PERFORMANCE UPDATE

1.0 Purpose of Report

1.1 This purpose of this report is to present the Active4Today (A4T) Business Plan 2021/22 and the latest performance report to end of December 2020 for Committee consideration and approval.

2.0 Background Information

2.1 At the meeting of Policy & Finance Committee on 29 January 2015 it was resolved to establish a “not for profit” wholly owned leisure company to provide leisure and sports development services on the Council’s behalf. This included the three leisure centres; Blidworth, Dukeries and the Newark Sports & Fitness Centre. The Company, Active4Today, was duly incorporated on 9 March 2015. Active4Today commenced operations on 1 June 2015.

2.2 As part of the governance arrangements, A4T presents its Business Plan for the following year to the Leisure & Environment Committee for consideration during the Autumn Committee cycle. The Business Plan, 2021/22 and performance reports from A4T are **appended** to this covering report. The Business Plan is also aligned to the priorities in the Physical Activity and Sport Plan 2018 - 21 approved by Committee at its meeting 13 November 2018.

2.3 The appended documents attached to this report are:-

1. Active4Today Update Report 1st April to 31st December, Appendix A;
2. Active4Today Performance Indicator 1st April to 31st December, Appendix B;
3. Active4Today Sports Development Report 1st April to 31st December Appendix C;
4. Active4Today Business Plan 2021-2022, Appendix D.

3.0 Key issues

Overview of Performance

3.1 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 towards in return for a management fee should this be required. Performance is monitored through a framework and performance indicators agreed by Leisure & Environment Committee, Appendix B as attached to this report.

3.2 Committee will be aware that the A4T closed its leisure centres and sports development service for approximately 18.5 weeks during the first lockdown which commenced in March 2020. This was followed by a further 4 week closure in November 2020 and it is now experiencing a 3rd closure during 2020 and into 2021, with no clear indication of when the facilities will re-open.

- 3.3 The centres have now been closed for 22.5 weeks since March 2020, 20.5 of which have been within the current financial year 2020/21. In addition, the partner sites operated by A4T (school academy facilities) and Southwell Leisure Centre also closed during this timeframe, and although not operated directly by A4T, several services provided by these sites and facilities are delivered through A4T. As a consequence the closures have resulted in the majority of staff being placed on furlough throughout the period with only a small number of core staff retained to manage the facilities and ongoing operational business throughout the period.
- 3.4 Clearly the closures have had a significant impact on membership income and at the end of period 9, December 2020, this equated to an estimated reduction of £1,637,710 against the original forecast for the year to date. In order to provide a level of additional financial support Members considered a proposal at its September committee to make available a financial support package of up to £490K (from Government Covid Support Grant) as contribution towards the revised year end outturn which identified a deficit of £690k, with £200k being allocated from the Companies reserves. However, this was predicated on the centres being open to customers through to year end and this has not been possible of course. The centres are currently closed and there is no clear indication of when they will be allowed to re-open and there remains a possibility that the centres may not re-open before the end of the current financial year.
- 3.5 Despite the best efforts of the A4T to maintain memberships in such uncertain times, the impacts of the closures have had a significant effect on the ability to retain members. In addition pay and play income has equally suffered a downturn given the restrictions place on physical activity and sports participation as part of the various restrictive tiers that have been in place throughout 2020. In response A4T has taken whatever steps it could to reduce the impact of income reduction through a set of measures to reduce expenditure as is outlined in paragraph 4.1 of Appendix A attached to this report and in the table below.

	Original 2020-2021 budget: income/exp	Full year revised: 31.10.2020	Full Year revised: 30.11.2020	30.11.2020 Variance to 2020-21: original budget
Furlough/ Grant Income	0.00	438,088.00	492,488.00	492,488.00
Other Income	114,750.00	163,860.00	163,360.00	48,610.00
Total income	3,097,920.00	1,992,453.00	1,650,463.00	-1,447,457.00
Staff	2,165,750.00	1,855,853.00	1,805,412.00	-360,338.00
Premises	498,590.00	315,578.00	293,508.00	-205,082.00
Supplies and services	708,700.00	556,417.00	548,647.00	-160,053.00
Total expenditure	3,373,040.00	2,727,848.00	2,647,567.00	725,473.00
Surplus/Deficit	275,120.00	735,395.00	997,104.00	-721,984.00

- 3.6 The base budget for 2020/21 forecast a deficit at year end of £275,120, this was revised to £735,395 at the end of period 7, October 2020, and due to the ongoing challenges of closures the latest forecast to year end has now escalated to £997,104. Total income is anticipated to be down by £1.44m a reduction of 46.7% of target income for the year. This is offset by anticipated savings of circa £725k made up from staffing, £360k, premises £205k, supplies and services £160k. In addition income through grants of circa £85k and the management fee payments from the Council of £202k have contributed to reducing the overall deficit to date.
- 3.7 Assuming the position doesn't change significantly until year end the overall financial outturn will require an additional payment of £247k to balance the accounts to zero for the year, reducing to £222k if further Government grant is received, estimated to be circa £25k which is linked to forced closure instructions. In addition an application has been submitted to the National Leisure Recovery Fund, a MHCLG/DCMS/Sport England grant support scheme, to secure a share of funding made available which will equally contribute towards reducing the anticipated outturn position and improve the company's final position. The amount of grant offered has yet to be confirmed and this fund only relates to the recent November lockdown and doesn't extend to the current National Lockdown although it is hoped that further government assistance will be forthcoming in due course.
- 3.8 As previously reported to the Committee, the membership base for both adults and children at all sites, had been declining since December 2019, with the main reduction in membership being experienced at NSFC. From this point in time, significant cancellations began to take place, as a result of the Covid-19 pandemic and this has continued to date, with the latest spike in cancellations being experienced during the November 2020 closure. The table below provides an overview of the decline in memberships across the Council's 3 sites since December 2019.

Site	Type	Actual at December 2020	Target	Comparison to December 2019	Variation to previous year
BLC	Adult	522	544	789	-267
DLC	Adult	566	596	897	-331
NSFC	Adult	2,724	2,770	4,533	-1,809
BLC	Child	11	0	26	-15
DLC	Child	167	187	256	-89
NSFC	Child	1,393	1,410	2,035	-642
Totals		5,383	5,507	8,536	-3,153

- 3.9 The reduction in membership between December 2019 and December 2020 is 3,153 (-37%) which compares slightly more favourably than the data provided by Sport England and UKactive which is currently averaging a reduction of 45% nationally. As a consequence of falling memberships, lockdowns and restricted programmes during opening times, usage has suffered significantly. The year to date figure (1st April 2020 to 31st December 2020) of visits across the 3 Council sites was 183,652 a reduction of 342,098 for the same period in 2019. This figure rises to 257,914 when usage figures for Southwell Leisure Centre are added and the total figure represents a reduction of 71% down from 897,902 at December 2019.

Financial Overview

- 3.10 There are significant budget implications contained within this report and this will continue to be discussed with the Council's Senior Leadership Team, in order that it remains fully briefed on the latest financial position of A4T as it heads to year end.
- 3.11 A4T now faces a further period of closure and whilst the majority of the expenditure can be reduced and where possible claimed back through the furlough scheme for example, income will be affected therefore the figures which have been provided above, will require further scrutiny to understand the expected deficit and the amount of further financial support required from the Council to balance the books.
- 3.12 Currently, as set out in 3.5 to 3.7 above the deficit for the 2020/21 financial year is forecast at £997k. This is currently being supported by £200k of A4T reserves and up to £490k from the Council. To date there is a further predicted shortfall of £307k due to the November closure and this is likely to increase further due to the latest closure situation. The payment of the 2020/21 retained management fee of £60k will reduce the shortfall to £247k. A4T will be applying for the latest support grant for businesses affected by tier restrictions and it is expected that this will provide a further £25k of income for the Company, leaving a £222k shortfall. The application to National Leisure Recovery Fund, if successful, will further reduce the predicted overall deficit thereby leaving a small additional amount having to be requested from the Council, in addition to the existing financial support arrangements agreed.

Business Plan and Financial Overview - 2021/22

- 3.13 Members will be aware that A4T present its Business Plan to the January committee for consideration. However, with the current year being exposed to a closure of 20.5 weeks to the 31st December 2020 and now a further period of closure, the usual process for business planning has been difficult. However, the Company has submitted its proposed business plan for 2021/22 as detailed in Appendix D.
- 3.14 A4T recognises that the proposed business plan will need further consideration when greater certainty regarding the pandemic's impacts and recovery proposals are better understood. This will enable A4T to assess the planned return to a 'new normal' in respect of opening arrangements, restricted programming and equally important, customer confidence which will have a material impact on member re-engagement. Therefore A4T are happy to continue to work with members and officers at the Council, to continue to develop the plan further over the coming weeks.
- 3.15 However, it is important to recognise that the emphasis has changed for 2021/22 with a clear and primary focus of trying to increase memberships once again, to support the sustainability of the Company. This will be addressed through increased advertising and target marketing, using a variety of different methods and channels, depending on the audiences and the markets being engaged with. In addition, A4T is proposing a new pricing focus for contracted members and non-contracted members which it hopes will have a positive impact on securing new members in these continuing uncertain times.

- 3.16 In previous years A4T has submitted a business plan that sets out the actions it proposes to undertake with the aim of facilitating the delivery of the three outcomes the Council set the Company up to achieve, namely: Healthy and Active Lifestyles, Accessible Facilities and Financial Viability and it makes a forecast of the management fee it may require from the Council, for the following year.
- 3.17 For a number of years, A4T has received £200k from the Council, consisting of £80k for SLCT and £120k for the Company. As a result of the unprecedented situation in 2020/21, the direct debit membership base for the Company has been severely affected. As stated previously, this is the main income generating activity for A4T. As a result of the significant outturn deficit anticipated, additional support from the Council in 2021/22 will also be requested, whilst it works on recovering its business and increasing its membership numbers again to levels it experienced pre-Covid.
- 3.18 As a result of the forecast loss in income, A4T is predicting a deficit for 2021/22 in the region of £840k. This is approximately £640k over its usual position, based on receiving the usual £200k management fee from the Council, however, as previously stated, this is a direct result of the impact of Covid on the income generating possibilities for the 2021/22 financial year.
- 3.19 Accordingly, A4T is currently in discussion with its Board and the Council and is looking to identify further savings, which may support the forecast deficit predicted above. This process will take place during January 2021 and it is hoped that the exercise will potentially reduce the expected management fee required and details will be shared with the Council's Senior Leadership Team.

4.0 Equalities Implications

- 4.1 The business plan and performance framework includes a range of measures that demonstrate work in progress to improve inequalities in sports and leisure participation. However, price increases which have been set out in the business plan may have an impact on those on lower income, however, further support is provided to various groups and individuals, through the inclusivity strategy. All information will continue to be available in a number of formats in line with A4T's access requirements and its commitment to support the principles of equalities and diversity as set out in its Equality Policy.

5.0 Digital Implications

- 5.1 The Company already uses multiple digital solutions in the performance of its operations. Moving forwards A4T will work closely with the Council's ICT team to develop further digital solutions as deemed appropriate to ensure that customers are assisted in self-serve as far as is reasonably practicable in order to meet the Council's Digital Agenda and Local Digital Declaration.

6.0 Financial Implications (FIN20-21/7366)

- 6.1 As set out at paragraph 3.12 the Company are forecasting a deficit of £997,000 to the end of March 2021. In order to mitigate this shortfall the Company have a number of sources of anticipated funding.

- 6.2 The Company are proposing to utilise £200,000 from its brought forward reserves. As at 31st March 2020, these stood at £396,819, and hence the Company can afford to contribute to this.
- 6.3 As per the report to this Committee on 17th November 2020, the Council has set aside £490,000 of the emergency COVID-19 funding from the government as financial assistance for the Company. This is in addition to the original management fees that the Council budget for of £121,220 and £80,850 (in relation to SLCT).
- 6.4 The Company is anticipating a further £25,000 in funding from the recently announced additional National Restrictions Support Grants and National Lockdown Grants. This together with a claim to the National Leisure Recovery Fund is anticipated to close the shortfall. Where this does not meet the shortfall, the Council will liaise with the Company regarding how the shortfall will be met.
- 6.5 As per paragraph 3.18 the Company are forecasting a deficit of £840,000 for the 2021/22 financial year. This does not include the budgeted £202,070 for which the Council has annual budget provision for. This is due to, prior to the current pandemic, the Company having to budget without the Councils' provision of budget. Once this allowance has been taken into account, the shortfall is anticipated as being £637,930.
- 6.6 As per paragraph 3.19 A4T will be working with their board and the Council in order to try to reduce this current worst case scenario. For prudence, the full £840,000 that is being forecast has been included within the base budget for the 2021/22 financial year, and this is reflected within the Proposed Revenue Budget report elsewhere on this agenda.

7.0 Community Plan – Alignment to Objectives

- 7.1 The provision of the Council's high quality and accessible leisure centres makes a significant contribution to the health and wellbeing of members of the community. Specifically the role that A4T performs for the Council, by operating the leisure centres and sports development function, attracts regular users each year thereby assisting the Council in the achievement of its objective to 'Improve the health and wellbeing of local residents'.

8.0 RECOMMENDATIONS that:

- a) **the Active4Today Business Plan 2021/22 be approved;**
- b) **performance to Period 9 (December) be noted;**
- c) **Active4Today presents its 2020/21 draft accounts by early April 2021 in order that a the Director – Housing, Health and Wellbeing, with delegated approval, can agree what level of contribution is made to the Company, for 2020/21 based on the outturn position;**
- d) **the full year financial position be reported to the June Committee; and**
- e) **the initial early forecast outturn position for 2021-22 be noted.**

Reason for Recommendations

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

Background Papers

Nil

For further information please contact Andy Hardy on Ext 5708

Suzanne Shead

Director – Housing, Health and Wellbeing

**LEISURE AND ENVIRONMENT COMMITTEE
19TH JANUARY 2021**



UPDATE REPORT 1ST APRIL – 31ST DECEMBER 2020

1. REPORT PURPOSE

1.1 To provide the Leisure and Environment Committee with an update on the business of Active4Today. This includes the period from 25th July 2020, when the leisure centres opened for the first time since March 2020 and ran to 3rd November 2020, when the centres closed again. The centres then re-opened on 2nd December 2020 and have now closed for the 3rd time from 31st December until further notice.

2. BACKGROUND

2.1 The Committee will be aware that the Active4Today closed its leisure centres and sports development service for approximately 18.5 weeks during the first lockdown which commenced in March 2020. This was followed by a further 4 week closure in November 2020 and we are now experiencing our 3rd closure during 2020 and into 2021, with no understanding of when the facilities will re-open.

2.2 In totality, the centres have now been closed for 22.5 weeks since March 2020, 20.5 of which have been within the financial year 2020-2021. In addition, the partner sites operated by Active4Today (school academy facilities) also closed. Finally, Southwell Leisure Centre has closed during these time periods also, which although not operated directly by Active4Today, several services provided by the leisure centre, are provided through A4T.

2.3 As expected, the business has been severely affected by the length and frequency of the closures. During all periods of closure, the majority of staff have been placed on furlough, with only a skeleton structure remaining to support; finance, maintenance, staff communication/human resources, memberships, customer communications, legislative checks and re-opening plans. Whilst most staff have at some point worked during the periods of re-opening, there are approximately 4 members of staff who have yet to return to work since March 2020 and it is doubtful they will return in the near future. Contact has been maintained with all employees throughout the furlough periods to support staff, in what is a very difficult and uncertain period.

2.4 Due to the differing restrictions during the second closure, schools remained open and Nottinghamshire School Swimming bookings took place throughout November at Newark Sports and Fitness Centre, allowing over 500 children to continue to swim weekly. However, this has now ceased with the new lockdown as the majority of schools closed from 4th January 2021.

- 2.5 As previously advised during the previous Leisure and Environment meetings, the largest loss to the Company is through membership income. Up to the end of December 2020, the estimated loss in membership against the original budget forecast was £1,637,710.
- 2.6 The next largest loss was the employee's salaries. The Company is now currently in the process of claiming its 10th furlough payment, to the value of £30k. The total amount of furlough received to date is contained in the table at 4.1, further down the report.
- 2.7 Income has been received to date in the form of 50% (£60,610) of the management fee from NSDC, 100% (£80,850) of NSDC's contribution of SLC's management fee, a £25k Government grant to support small businesses and a £29,500 grant from the government, as a result of the November shutdown.
- 2.8 In addition and as agreed during September, the Council has provided financial support to date to the Company of £490,000, which was a proportion of the Company's estimated annual losses at that time. As part of this agreement, the Company contributed £200,000 of its own reserves, to meet the expected in-year deficit.
- 2.9 Whilst this is a large proportion of the Company's reserves, it is a valid reason for its use and would leave the Company with approximately £200K in reserve, to support future repairs, developments, or other emergencies.
- 2.10 At the stage the Company requested the financial support above, it was expected that the business would open again during July 2020 and remain open for the remaining part of the year. It did however, acknowledge that the operating environments would be more challenging going forwards regarding, reduced occupancy in classes, reduced activities available on the programme, increased staffing and increased cleaning costs. As the Committee will be aware, two further closures have now taken place since the initial financial forecast, with the latest closure providing no re-opening date at this stage.

3. SITUATION UP TO 31ST DECEMBER 2020

- 3.1 Members will be aware that since 25th July, the live membership base was significantly lower than the pre-opening forecast originally expected. Whilst the Company did an excellent job in retaining approximately 70% of its membership base, (which was higher than the industry predictions, which ranged between 40% and 60%), the 30% loss was higher than initially anticipated, with the impact of club and block bookings being high as well as the confidence of certain groups to return, including the 60 plus market, GP referrals and disabled users. On a positive note, memberships began to increase slightly during September and October, as customer confidence grew once again, however, during the second closure period in November, the live membership base declined once again, with a large proportion of cancellations being due to the removal of group exercise classes from the offer, within the tier 3 status of Nottinghamshire.

- 3.2 The staff have worked exceptionally hard to limit the impact of this, offering a ‘free freeze’ option for those members that would like to return once the restrictions are relaxed and classes return. Further information on the breakdown of memberships is presented later within the report, under the performance section. These reduced numbers have once again impacted on the finances of the Company, which is linked to the annual losses in membership.
- 3.3 Members will be aware that nationally UKActive have been raising awareness of the leisure industry and the importance of physical activity in the nation’s recovery against Covid. This has been supported by many National Governing Bodies of Sport, (NGB’s) such as Swim England, campaigning for pools to remain open. UKActive, the leading body representing leisure operators nationally, are maintaining pressure on the Government to ensure that leisure centres and physical activity remain accessible for all during the pandemic and closure of leisure facilities is not beneficial, both physically and emotionally. Whilst discussions continue between the organisations however, the position of the leisure centres remain the same.
- 3.4 In addition to the potential financial loss of memberships, pay and play income has also been lower than expected during the periods of opening, in comparison to previous years. This is mainly due to the initial restrictions from sports governing bodies impacting on block bookings. Whilst this eased during September and October and bookings from clubs began to take place in the pools, sports halls and at partner sites, this stopped once again in November as the second closure took place and has now ceased again until further notice, as the leisure centres and partner sites have closed once again.
- 3.5 To support the losses in income, the Company undertook extensive remodelling of staffing for September, October and December, which realised significant savings for the year to assist in off-setting the losses. These changes took place by changing programmes, reducing activities and rebranding several sessions into structured classes, which reduced the amount of staff required. Savings have been realised in reception, leisure attendant, operations management, fitness instructors and classes, sports development and in the senior management team.

4. FINANCIAL HEADLINES UP TO 31ST DECEMBER 2020

- 4.1 Set out in the table below, A4T has provided the current financial position of the Company, which is monitored by the Board, as part of its role in managing the operations of the Company. The table below shows the original, revised and profiled budgeted income and expenditure up to period 08, set against actual income and expenditure for the same period. However, as stated further in the report, this will now require a further revision, as a result of the latest lockdown in England. The Company is currently undertaking two revisions of its finances based on an opening in March and no further opening during the 2020-2021 financial year. This is due to the highly unlikely position that the centres will be allowed to open before March, due to the next revision by the UK Government not taking place until mid-February:

	Original 2020-2021 budget: income/exp	Full year revised: 31.10.2020	Full Year revised: 30.11.2020	30.11.2020 Variance to 2020-21: original budget
Furlough/ Grant Income	0.00	438,088.00	492,488.00	492,488.00
Other Income	114,750.00	163,860.00	163,360.00	48,610.00
Total income	3,097,920.00	1,992,453.00	1,650,463.00	-1,447,457.00
Staff	2,165,750.00	1,855,853.00	1,805,412.00	-360,338.00
Premises	498,590.00	315,578.00	293,508.00	-205,082.00
Supplies and services	708,700.00	556,417.00	548,647.00	-160,053.00
Total expenditure	3,373,040.00	2,727,848.00	2,647,567.00	725,473.00
Surplus/Deficit	275,120.00	735,395.00	997,104.00	-721,984.00

4.2 Below are the highlights from the financial information, in a bid to provide some narrative for the Committee, including the variances from the original budget.

Furlough/Grant Income – this line represents the furlough payments received by the Company to date, with an estimation of £30k for the payment not yet claimed for in December. In addition, the grant of £25k from the Government is also contained within this line, along with the latest financial support from the Government of £29,500, as a result of the November shutdown.

Other Income (management fees) – this section represents the income which has come into the Company from management fees associated with Southwell Leisure Centre Trust and Newark and Sherwood District Council. As set out above in 2.7, to date the Company has received an upfront payment from the Council of 50% of the expected management fee for 2020-2021, which totalled £60,610 and 100% of NSDC's contribution of SLC's management fee, which totalled £80,850.

Total Income – as the Committee will see, there is a shortfall in the total income expected for the year of over £1.4m. This is a loss of over 46.7% of the expected income, which was originally forecast within the budget. This is due to losing 6 months' worth of income to date, as well as the after effects of a lower than expected starting point, due to the cancelled direct debit members, which began to come through in January, February and March 2020.

Staffing – as set out above in paragraph 3.5, there is an overall expected saving in this group of £360k. This is due to the reasons set out above and also the reduction in relief staffing, due to no holiday cover or sickness cover being required during the centre closures. This line does not take into account the income received from furlough, as this is represented in furlough/grant income, as set out above.

Premises – this section of the budget has been reduced by £205k, over various budget lines e.g. repairs and maintenance and utilities. These reductions have been made due to the closures taken place to date, but does not include the current closure period. Assumptions have been made going forward regarding reduced repairs due to lower usage in the sites.

Supplies and Services – this section of the budget has been reduced by £160k, over various budget lines e.g. contractual services, reduced equipment costs, reduced printing and stationary. Reductions in VAT have also been accounted for, which are intrinsically linked to the repairs and renewals e.g. if there is less spend on repairs and renewals, this translates to a reduction on the VAT associated with the works. Finally the support services has also been reduced, as a large proportion of the repairs and renewals work was facilitated by the Council's asset management business unit, which attracted an associated percentage cost. As less work is being undertaken on repairs and renewals, the support services costs should reflect a saving in asset management costs.

Total Expenditure – in totality, there has been a reduction in expenditure over all codes of £725k, to support the expected loss of income.

Transfer from Balances – this line represents the expected shortfall between income and expenditure for the Company, for the financial year 2020-2021. This is currently being forecasted at £997k short for the year. Based on the shortfall above, the Company would pay £200k towards this from its reserves; this to date is supported by £490k of Council finance. This currently leaves a shortfall of £307k. In the event the remaining £60K of management fee for 2020-2021 is paid by the Council, this will leave £247k as a shortfall. A4T will be applying into the latest support grant for businesses affected by tier restrictions and it is expected that this will provide a further £25k of income for the Company, leaving £222k short. In order to potentially meet this deficit, the Company is currently working with the Council, to apply into the latest grant funding of £81m from the UK Government, issued by the Department of Culture Media and Sport (DCMS). It is expected this grant funding will significantly support this predicted shortfall, with only a small additional amount potentially having to be requested from the Council.

This does not however, include the current closure which is now being experienced. The DCMS have however, indicated that further grant funding may be available shortly to support the latest closure. The information which is currently being submitted will be used to assess if further finance will be provided to Council's, to support their leisure operators who operate Council owned facilities.

Reserves – currently the Company holds approximately £397k in reserve. The Company has agreed to use £200k of its reserve to support the in-year expected shortfall; this would leave the Company with an estimated £197k in reserve.

5. USAGE PERFORMANCE

- 5.1 The Committee will be aware, the performance for the Company is monitored against an agreed set of indicators. These indicators have been used for the past several months, which has allowed for comparative data to be available. Attached at appendix I, are the indicators for the Company.
- 5.2 In addition to the quantitative data provided, more qualitative performance is provided at appendix II, regarding the performance of the Company's Sports Development team. Whilst activities have taken place since July 25th, when the facilities reopened, this has been a significantly reduced offer, as only one member of the sports development team has returned to work following the furlough period. This is due to the work streams of the individuals being varied and only one member of the team could undertake work which would support the operations of the business. Other team members deal predominantly with schools, clubs (not based within leisure centres) and vulnerable groups and many of these have not returned to 'normal' operations; this has resulted in three members of the sports development team remaining on furlough.
- 5.3 As previously reported to the Committee, the membership base for both adults and children at all sites, had been on a decline since December 2019, with the main reduction in membership being experienced at NSFC. Since December 2019, significant cancellations began to take place, as a result of the Covid-19 pandemic and this has continued until the present time, with the latest spike in cancellations being experienced during the November 2020 closure.
- 5.4 The tables below demonstrates the current performance of memberships, between actual and targeted memberships in October and December. These have been compared to the same periods in October and December 2019. The targets (not linked to original budgets) were increased for the two months, as it was forecasted that more customers would return and new sales would begin to take place.

Site	Type	Actual at October 2020	Target	Comparison to October 2019	Variation to previous year
BLC	Adult	596	762	807	-211
DLC	Adult	630	781	932	-302
NSFC	Adult	3,070	3,913	4,726	-1,656
BLC	Child	12	0	29	-17
DLC	Child	189	218	266	-77
NSFC	Child	1,523	1,916	2,130	-607
Totals		6,020	7,590	8,890	-2,870

5.5 The table below shows the number of memberships held in December 2020.

Site	Type	Actual at December 2020	Target	Comparison to December 2019	Variation to previous year
BLC	Adult	522	544	789	-267
DLC	Adult	566	596	897	-331
NSFC	Adult	2,724	2,770	4,533	-1,809
BLC	Child	11	0	26	-15
DLC	Child	167	187	256	-89
NSFC	Child	1,393	1,410	2,035	-642
Totals		5,383	5,507	8,536	-3,153

- 5.6 Up to 31st December 2020 of the 5,383 live members currently paying a direct debit membership, there are approximately 50 who have frozen their memberships for either medical reasons, financial reasons or for tier 3 restriction reasons, which meant their membership options were reduced e.g. no structured classes.
- 5.7 This has now changed again and all members have now been placed on a free freeze until further notice, with no finance being taken by the Company, whilst the facilities are closed. Once an opening has been agreed, all members will be communicated with (as part of BACS regulations) to advise them when their next payment will be taken.
- 5.8 This current level of adult membership at BLC and DLC has not been experienced since before the recording of the membership data began in March 2014. Since this date, both sites had maintained a steady membership base between approximately 800 to 1,100 members in the last 6 years.
- 5.9 The current level of adult membership of 2,724 at NSFC was last experienced in April 2016 (2,762), during the first month of the new leisure centre opening. This then, steadily increased, to a peak of 4,775 adult members in July 2019. In view of the hard work and efforts of all A4T staff over the last 4 years, this reduction is extremely disappointing.
- 5.10 However, after reviewing national industry performance and data available from Sport England and UKactive, the reduction in membership nationally is averaging around 45%, which is slightly higher than those experienced by A4T.
- 5.11 Based on the figures above, the memberships are down against target for December by approximately 2.3%, which equates to a loss of 124 members. In comparison to 2019, this figure is down by approximately 37%, a loss of 3,153 members. Whilst this number represents a significant reduction in membership, this still represents a good level of retention across the Company.

- 5.12 As expected the number of user visits across all sites has experienced a large decrease since reopening. This, in part, can be demonstrated from the decline in membership as described above, however it can also be explained by the delay in guidance issued from National Governing Bodies, which has meant that club bookings were delayed in returning. The regular bookings using all sites, including partner sites, accounted for vast levels of usage, as well as income. In addition to the reduction in club usage, usage figures have also been impacted on through reduced capacity of the buildings, classes and children's courses.
- 5.13 From 1st April 2019 to 31st December 2019, user visits across all sites reached 525,750. When comparing this to the same period in 2020, as expected, usage was significantly lower, achieving 183,652; a reduction of 342,098. Data including Southwell Leisure Centre Trust is included in the attached appendix.
- 5.14 The return of the over 60's age group to the buildings has been lower than expected, which corresponds with the reduction in Activo 60 memberships. The reasons for this anecdotally is due to the potential medical conditions which users in this age group may experience. The user visits for this age group from 1st April 2020 to 31st December 2020 is approximately 25% of what has been experienced previously, with the visits being 15,631 compared to 64,072 for the same period in 2019.
- 5.15 The return of children to the centres has been significantly reduced. The number of under 16's user visits since July 2020 to 31st December 2020 was 55,209, compared to 220,000 for the same period in 2019.
- 5.16 Due to the nature of the close contact and the medical conditions of customers that have been referred from GP's and health professionals, the Company did not accept any new referrals before 7th September. This restarted with customers being contacted to arrange their first visit and sign up to the subsidised membership. There were 13 referrals received between July and 31st December 2020, with 4 individuals signing up to the membership scheme.

6. BUDGET IMPLICATIONS

- 6.1 There are significant budget implications contained within this report and this will continue to be discussed with the Council's Senior Leadership team, in order they are fully appraised of the most recent financial position of the Company.
- 6.2 In summary, the Company now faces a further period of closure, which although the majority of the expenditure can be reduced and where possible claimed back e.g. furlough, the Company's income will once again be affected meaning the figures which have been provided above, will require a further revision to understand the expected deficit and the amount of further financial support required from the Council.

- 6.3 Currently, as set out in 4.1 'Transfer from Balances' the deficit for the 2020-2021 financial year is forecast at £997k. This is currently being supported by £200k of A4T reserves and £490k from the Council. To date there is a further shortfall of £307k due to the November closure and this will increased due to the latest closure situation. In the event the remaining £60k of management fee for 2020-2021 is paid by the Council, this will leave £247k as a shortfall. A4T will be applying into the latest support grant for businesses affected by tier restrictions and it is expected that this will provide a further £25k of income for the Company, leaving £222k short. In order to potentially meet this deficit, the Company is currently working with the Council, to apply into the latest grant funding of £81m from the UK Government, issued by the Department of Culture Media and Sport (DCMS). It is expected this grant funding will significantly support this predicted shortfall, with only a small additional amount potentially having to be requested from the Council.
- 6.4 Finally, those staff currently remaining on the payroll for Active4Today (5 in total) from February will be operating a part furlough operation and working either two or three days for the Company and being furloughed for the remainder of the week. This will be for February only with those staff returning during March, to prepare for the next re-opening and close down the Company's year-end finances. Whilst not significant, this will provide a further saving on expenditure.

7. BUSINESS PLAN and FINANCES 2021-2022

- 7.1 Members will be aware that traditionally at this stage in the year, the Company would bring forward its proposals for the following year's business plan. With the current year being exposed to a current closure of 20 weeks to the 31st December 2020 and now a further period of closure, the usual process for business planning has been difficult.
- 7.2 However, the Company has attached at appendix III, the proposed business plan for 2021-2022. The Company is mindful that this may need additional information adding to the proposal, when certainty regarding a re-opening is known and usage of customers can be assessed. As a result, A4T are happy to continue to work with members and officers at the Council, to continue to develop the plan further over the coming weeks.
- 7.3 Members will note that the emphasis has changed for next year with a clear focus of trying to increase memberships once again, to support the sustainability of the Company. This will be through increased advertising and target marketing, using a variety of different methods, depending on the audience and the market which the Company is focusing on. In addition, the Company is proposing a new pricing focus for contracted members and non-contracted members and it is hoped that this will assist the Company in attracting new members in these continuing uncertain times.

7.4 As in previous years, the Company makes a forecast of the management fee it expects to request from the Council, for the following year. In the past several years, the fee has been made up of two elements:

- A contribution for strategic support to the Southwell Leisure Centre Trust
- A management fee for the Company, specifically supporting Sports Development

7.5 For a number of years, Active4Today has requested £200k from the district for both elements, of the management fee, split £80k for SLCT and £120k for the Company. As a result of the unprecedented situation in 2020-2021, the direct debit membership base for the Company has been severely affected. As stated previously, this is the main income generating activity for the Company and as a result of this huge loss, the Company is looking for additional support from the Council in 2021-2022, whilst it works on increasing its membership numbers again to levels it experienced pre-Covid.

7.6 As a result of this loss in income, the Company is predicting a deficit for 2021-2022 in the region of £840k. This is approximately £640k over its usual position, based on receiving the usual £200k management fee from the Council; however, as previously stated, this is a direct result of the impact of Covid, on the income generating possibilities of the Company for the coming financial year.

7.7 The Company however, are in discussion with its Board and the Council and are looking to identify further savings, which may support the deficit identified above. This process will take place during January 2021 and it is hoped further reductions can be made to potentially reduce the expected management fee being requested. Once savings are identified, these will be shared with the Council's Senior Leadership Team.

8. EQUALITY & DIVERSITY IMPLICATIONS

8.1 Price increases which have been set out in the business plan may have an impact on those on lower income, however, further support is provided to various groups and individuals, through the inclusivity strategy. 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.

					APPENDIX B
Pentana PI Ref	Active4Today Performance Indicators (incl SLCT)				Comments
		31st December 2019	31st December 2020	Growth (+) Decline (-)	
HHC_KI108	No. of User Visits - TOTAL	897,902	257,914	-71.28%	Significant reduction of user visits due to the Covid-19 pandemic.
A4T_DI001	No. of Leisure Centre user visits - Children (under 16) - TOTAL	279,035	71,591	-74.34%	Significant reduction of user visits due to the Covid-19 pandemic.
A4T_DI002	No. of Leisure Centre user visits - Aged Over 60 - TOTAL	99,283	25,302	-74.52%	Significant reduction of user visits due to the Covid-19 pandemic.
A4T_DI003	No. of Leisure Centre user visits - Deprived areas - Total users	15,032	4,529	-69.87%	Significant reduction of user visits due to the Covid-19 pandemic.
A4T_DI004	No. of individuals referred to Active4Today from a health professional - Total	358	16	-95.53%	Significant reduction of referrals due to the Covid-19 pandemic.
A4T_DI005	No. of individuals referred to Active4Today from a health professional - Attended Session - TOTAL	211	8	-96.21%	Significant reduction of Gp referral sign ups due to the Covid-19 pandemic.
A4T_DI006	No. of Community Groups supported by Sports Development	18	4	-77.78%	Significant reduction in contact with community groups due to the Covid-19 pandemic and sports development staff remaining on furlough.
A4T_DI007	No. of user visits on Sports Development programmes in deprived areas	0	0	0.00%	There have been no activities taking place in community settings during the last year that are directly delivered by the sports development team. More value is achieved through supporting clubs and voluntary groups to develop more activities to take place and therefore becoming sustainable in the long term. More qualitative detail included in appendix II.
A4T_DI008	Live Leisure Centre Membership base (adults) - Total	8,592	5,349	-37.74%	There has been a significant decrease in the adult membership base across all sites (-3243) in comparison to October 2019. This data includes SLCT.
A4T_DI009	Live Leisure Centre Membership base (children) - Total	3,669	2,732	-25.54%	A decrease has been seen in the children's membership base compared to the same period last year (-937) across all sites. This data includes SLCT.
A4T_DI014	% Customer Satisfaction - TOTAL	35	51	+45.71%	The customer satisfaction is calculated by an NPS (Net Promoter Score) that is automatically calculated and updated daily based on the survey comments and scores received. This score relates to the 12 month period up to 31st December each year. The groups score across all sites sits at 51, with individual sites achieving the following - BLC - 83, SLC - 56, NSFC - 43 and DLC - 41. The current national benchmark is 45. At 31st December 2019 the individual sites BLC - 71, SLC - 44, DLC - 26 and NSFC - 25.
A4T_DI015	Number of people on concessionary membership	234	140	-40.17%	The number of people taking advantage of the reduced concessionary monthly direct debit has seen a reduction in comparison to October 2019, due to the pandemic.
		6219	3812	-38.70%	
		2317	1571	-32.20%	
				#DIV/0!	
				#DIV/0!	

**PERFORMANCE MANAGEMENT REPORT, FROM 1ST APRIL TO 31ST DECEMBER 2020
SPORTS DEVELOPMENT UPDATE**

Following the closure of the centres on 17th March, the Sports Development officers in the team were furloughed, with no organised sport and activity taking place in community settings.

When the centres reopened, the Inclusion and Engagement Officer (Place) returned on 25th July to rebuild the club network and partner site projects.

Due to the nature of the work undertaken by the Inclusion and Engagement Officer (People) and Active Lifestyles Officer, being about people with specific medical requirements, long term health conditions and disabilities, they have both remained on furlough and were planned to return on 1st November, however this was changed due to the November lockdown.

Staff have continued to follow the latest guidance released by the UK Government as well as the detailed documentation from National Governing Bodies of Sport (NGB's).

A virtual Newark and Sherwood Sports Council took place in November which was very successful. Clubs joined remotely and shared their concerns over income, membership levels and the long term sustainability of their club activities. The Inclusion and Engagement Officer (Place), offered support and guidance, and has worked with clubs individually. Another meeting is planned for January 2021.

A number of other developments have taken place during the period, since the last report. Team members have met with representatives on various organisations in Blidworth to look at the sporting provision, particularly for football and access to the school facilities. The work is ongoing as there are a number of partners involved.

The team have provided sports development expertise with the Council's submission to British Cycling for funding for the Thoresby Vale Cycling Hub. Discussions took place regarding the longer term involvement of Active4Today and the opportunities for the wider district.

There are many other projects in development, however with the current tier 4 restrictions in place affecting the team, the projects will remain 'on hold' until staff return.



BUSINESS PLAN

2021/2022

ACTIVE
Leisure Sport Wellbeing

0000001

www.active4today.co.uk
contact us at
memberships@active4today.co.uk

The banner features a collage of people engaged in various activities: a woman on a treadmill, a man lifting weights, a woman smiling, and a group of people in a gym. The word "ACTIVE" is written in large, bold, orange letters with a stylized figure inside the 'E'. Below it, "Leisure Sport Wellbeing" is written in a smaller, purple font. A white box with the number "0000001" is overlaid on the left. The right side of the banner has a purple background with white text for the website and contact information.

THE BUSINESS

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

The 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 debits. In addition to these services, Active4Today Ltd provides administrative and management support to the Southwell Leisure Centre Trust and operates additional dryside provision out of Newark Academy, Bishop Alexander LEAD Academy, Barnby Road Academy, Samworth Academy and shortly Suthers Academy, through service level agreements.

As a result of Covid-19, there has been various closures throughout 2020-2021, which has meant that usage for the Company has been significantly lower than in previous years with a large reduction in direct debit membership, which is the main income generation for the Company.

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

- Healthy and active lifestyles
- Accessible facilities
- Financial viability

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. These are:

- Leisure facilities
- Outreach work
- Club development

Leisure Facilities

Within these facilities, the leisure centres provide activities to various groups covering, children, adults, 60 plus, affiliated clubs and schools. These are subsequently split into three categories of pay and play, block bookings and direct debit memberships.

The leisure facilities are provided in Blidworth and Ollerton and also in Newark, with a partnership arrangement with the Southwell Leisure Centre Trust and their facility in Southwell. In addition, partnerships were formed with Newark Academy, Barnby Road Academy, Bishop Alexander LEAD Academy Trust, Samworth Academy and Suthers Academy, in a bid to expand the offer of the Company and improve health and fitness, for the communities.

The offer is very different at each site, ranging from a wet and dry facility in Newark and dry only facilities at Blidworth and Ollerton. However, in Ollerton, a new swimming pool is set to open in June 2021, which will provide much needed wetside provision within the Sherwood part of the district. In addition wet and dryside facilities are provided in partnership with the Southwell Leisure Centre Trust. Additional dryside facilities are provided within Newark, in partnership with Newark Academy, Barnby Road Academy, Bishop Alexander LEAD Academy Trust and soon Suthers Academy. Finally, dryside provision is also provided at the Samworth Academy in Nottingham.

Outreach Work

Predominantly, this area of work is provided through the sports development section, either through direct provision, or through partnership working with other providers, this includes Nottinghamshire YMCA, clubs and sporting organisations.

During 2020, the work of the sports development team has been significantly reduced due to Covid restriction with most staff remaining on furlough for the whole of the 2020-2021 year. It is hoped that this will improve during 2021-2022 and the team can return to supporting clubs, schools, vulnerable groups and organisation across the district.

Club and Volunteer Development

The local sports forums are supported by the sports development team on a quarterly basis throughout the year, providing much-needed secretariat, advice and support to volunteers and clubs through these meetings. As stated above, this did not taken place throughout 2020-2021, however, it is hoped that as confidence grows within the country, there will be a return to structured clubs and sports and the work of the sports development team can once again commence in this area, actively engaging with organisations to increase participation.

The work experience and VISPA volunteering schemes is a crucial tool to recruit new volunteers into sports activities both in clubs and leisure centres. This is particularly focussed on the 14+ age group, encouraging young people to get involved in volunteering in their community and gaining valuable experience and qualifications. This will once again re-commence as schools and clubs return and support is required within these organisations.

AIMS AND ACTIONS

As part of the business plan, Aims and Actions have been identified, which focus on key parts of the business. As a result of Covid, the sustainability of the Company has been severely affected and the focus of 2021-2022 will be to try and attract customers back to the leisure centres and grow the membership back to pre-Covid levels. In addition to the financial aims of the Company, the Company is committed to increasing participation in sections of the community, who may not traditionally engage in physical activity. The focus of this, will be through the new swimming pool

development in Ollerton, based at the Dukeries Leisure Centre. The suggested Aims and Actions for the 2021/2022 are set out below:

	AIMS	ACTION
1.	Healthy and active lifestyles	
1.1	Childhood obesity - develop and provide opportunities for young people	a) Co-ordinate a series of free sessions for school children, especially focused around the new swimming pool in Ollerton
1.2	Inactive people - develop and provide opportunities for inactive people	a) Development of water based and swimming activities for all ages at Dukeries Leisure Centre b) Introduce a series of taster activities, with specialist instructors at sites
1.3	NSEC 6-8 - develop and provide opportunities for people living in high NSEC 6-8	a) Introduce 7 day adult passes through a partnership with DWP b) Offer 20 bursaries for persons living in the target areas at both DLC and NSFC, to receive a free membership for 12 months
1.4	Development of the VISPA Academy to provide volunteering opportunities for young people	a) Re-commence with work in the schools to develop volunteering opportunities for children aged 14 and over. This is particularly important to build the levels back up and support clubs and organisations when they re-start after Covid.
1.5	Recognising the mental health issues which may have resulted due to the current situation	a) Working directly with CAHMS and mental health professionals to increase physical activity levels and improve health and wellbeing
2.	Accessible facilities	
2.1	Ensure the programme of community use of the Dukeries Leisure Centre, specifically focused on the development of the new swimming pool during 2020 is fully inclusive	a) Develop a programme which reflects the demographic of the community and provides specific sessions for persons with disabilities through the use of the new 'Pool pod' at the facility b) Provision of staff training to broaden the opportunities available c) Discuss school swimming with NCC, in a bid to attract junior schools to the new swimming pool, which have been using pools outside the district, since the closure of the school pool in 2017
2.2	Improve community access through partner facilities and put in place SLAs with each partner site.	a) Develop the business in the new sites at Samworth Academy in Nottingham and The Suthers School, the new school in Newark
2.3	Improve the range of technology utilised to enhance the customer experience	a) Develop self service functions for accessing bookings and account management, customer engagement and fitness tracking b) Pilot a new meet and greet service at Dukeries when the new swimming pool is in place; removing the traditional 'reception' role c) Introduce a range of 'cashless' entry options for customers Develop a 'cashless' offer for the leisure centres
3.	Financial viability	
3.1	Development of the Dukeries swimming pool and existing facilities	a) Develop a pre-sales campaign for the launch of the new swimming pool, which will increase membership b) Develop greater awareness of the membership packages in all parts of the community through increased advertising, social media presence and pay per click campaigns c) Develop a corporate offer for businesses in the Ollerton area to showcase the new swimming pool development and provide the benefits of regular exercise to the employee and employer
3.2	Increase junior memberships at the Dukeries LC with the development of the new swimming pool	a) Liaise with schools and other organisations with high numbers of young people, to promote the new swimming pool at Dukeries, providing family sessions as part of the promotion

3.3	Increase adult memberships at all centres	a) Increase the profile at all sites with target advertising, based on greater marketing information, provided by the software system
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Fig 1: proposed outcomes/objectives and actions for 2021/2022

CUSTOMERS

The business is made up of customers who are at the heart of the business. Physical access to the services by them, occurs in various ways including:

- Free of charge
- Pay and play
- Direct debit
- Club block bookings, both through invoice and direct debit

SERVICES AND COMPETITORS

The services are split into two areas, which are indoor provision; provided by the leisure facilities and external provision; provided by the sports development section of the business. Within the leisure centres, the services are divided up into distinct areas, wetside provision and dryside provision. These are once more sub divided into fitness suites, sports hall hire, squash courts, club bookings and swimming.

Below the Company has set out its proposed core prices for its 'pay and play' sessions. These are set out below with current and proposed prices shown.

Activity	Active Card holder Adult		Non Active Card Holder Adult	
	Current Price	Proposed Price	Current Price	Proposed Price
	2020/2021	2021/2022	2020/2021	2021/2022
Badminton	£9.50	£10.00	12.00	£12.50
Swimming	£4.80	£5.30	£6.00	£6.50
Squash	£8.00	£8.50	£10.00	£10.50
Fitness Suite	£7.00	£7.50	N/A	N/A
Fitness Suite Classes	£7.00	£7.50	N/A	N/A
Activity	Active Card Holder Junior		Non Active Card Holder Junior	
	Current Price	Proposed Price	Current Price	Proposed Price
	2020/2021	2021/2022	2020/2021	2021/2022
Badminton	£5.50	£6.00	£7.00	£7.50
Swimming	£3.30	£3.80	£4.00	£4.50
Squash	£5.00	£5.50	£6.00	£6.50
Fitness Suite	£4.00	£4.50	N/A	N/A
Fitness Suite Classes	£4.00	£4.50	N/A	N/A

Fig2: Proposed Core Prices for Adults and Children – 2021/2022

In addition to the above core prices, the Company is proposing changes to the Activo membership pricing by introducing a 'contract' price and a 'non-contract price. It is hoped will assist the sale of memberships going forwards, as some customers have been requesting a non-contract price. In addition, as the country emerges from Covid, the attraction of a non-contract price, may attract

several new users, who may chose this option due to their uncertainty of employment or the seasonality of their work. The proposed contract price is £31, with a non-contract price being charged at £39, to reflect the possibility that these customers may only stay for a month or two, as opposed to the current longer term contract of 9 months.

The other increase in membership being proposed is the junior membership. It is proposed that this increases from £20 to £23 to reflect the costs associated with structured instruction. This still represents excellent value for money and is comparable with other operators in the public sector leisure facilities. In comparison to the private sector, the price remains lower.

MARKETING

To assist with the sustainability and growth of the business, the Company currently markets and advertises extensively to attract and retain its customers and build the profile of the Company locally. Throughout 2021-2022, this will have to increase further in a bid to attract new customers to the facility and build membership number back up to pre-Covid levels.

Campaigns will be focused on members who may have left during 2020, new members to fitness, families especially in the Ollerton area, where the new swimming pool will be provided and young people, from juniors through to students.

Campaigns will have a heavy focus through social media and digital platforms; however, this will be supported where necessary with some more traditional marketing to meet some local need where digital campaigns may not be the most appropriate. Advertising will also take place through schools and corporate organisations in a bid to once again raise awareness of the excellent facilities on offer.

STAFFING

To undertake the work, the Company has a team of dedicated individuals, led by a committed and passionate management team. In the region of £20,000 is invested annually into training, continuing professional development (CPD) and maintaining staff qualifications.

In addition to the training budget identified above, the Company is required to pay the Apprenticeship Levy and currently employs several apprentices. This enables the Company to 'ring fence' resources to recruit employees onto apprenticeships, providing valuable vocational training whilst achieving a recognised qualification from an accredited training provider.

PERFORMANCE MANAGEMENT

The Company is committed to ensure the performance of a variety of areas is achieved, aligning our resources, systems and employees to the strategic objectives identified earlier. Outcome

based performance monitoring is now widely used along with narrative based performance evidence. The performance indicators are linked to the Council's strategic outcomes and have been developed with Members of the Leisure and Environment Committee, in order to build a performance framework.

FINANCE

As part of the business planning process, the Company undertakes extensive and detailed work in a bid to produce accurate budgets and forecasts. As a result of the recent proposals by the district council, the management fee going forward from 2020/2021 will be determined in two ways:

The payment applicable to the Southwell Leisure Centre Trust will be paid in full at the beginning of the financial year, minus any contribution which SLCT make direct to A4T and which has been agreed between NSDC and SLCT, within the previous financial year.

Any additional management fee required by A4T to maintain the operation of the Company will be agreed at the end of the year and paid before the final accounts are completed.

LEISURE & ENVIRONMENT COMMITTEE

19 JANUARY 2021

PROPOSAL FOR A PUBLIC SPACE PROTECTION ORDER – VICAR WATER COUNTRY PARK

1.0 Purpose of Report

To inform the Committee of the incidents of fire related nuisance at Vicar Water Country Park. The report also seeks approval to begin a consultation process on the use of Public Spaces Protection Orders to control the use of materials within the Park to reduce risk of further damage.

2.0 Background Information

- 2.1 Vicar Water Country Park covers an area of nearly 80 hectares and has been mainly formed on the restored pit tips of Clipstone Colliery. The park was opened in 1982 and was managed by Nottinghamshire County Council until 1992 when it was transferred to Newark and Sherwood District Council. Over the past two decades the park has more than doubled in size, gained a visitor centre and children's play area, been designated as a Local Nature Reserve and seen visitor numbers rise from an estimated 15,000 per year in 1997 to the current estimated figure of 150,000 per year. Over the same 20 year period over £1.5million of capital investment has taken place in the park and revenue spending has quintupled from just under £23,000 per annum to over £115,000 per annum.
- 2.2 Vicar Water Country Park has a vast area of lowland heathland that is known to be internationally and nationally rare, this heathland was transplanted from Budby Heath in 2000 and supports a wide range of birds, reptiles, butterflies and beetles. Another important habitat of Vicar Water is the species rich grassland, it supports a large number of rare flowers and grasses. In 2015, Vicar Water Country Park were awarded a Woodland Improvement Grant from the Forestry Commission, woodland thinning work was carried out to add more diversity to the woodlands. Within this woodland, a total of 92 bird species have been recorded, 42 of these species are recorded as being birds of conservation concern in Nottinghamshire
- 2.3 In the past 24 months, Nottinghamshire Fire & Rescue Service recorded 6 deliberate secondary fires on the Park; 2 incidents in 2020 related to fires as a result of people setting of fireworks. The damage to heathland, wildlife, Park furniture has been significant.
- 2.4 Reported incidents to the Police in relation to fires at Vicar Water and Baulker Lane (which backs onto the Park) has increased to 6 in 2019/2020 from 1 in 2018/2019; this equates to a 500% increase.
- 2.5 In 2020, there have been 2 incidents of adults setting off fireworks on the Park, on 22nd June 2020, having a devastating effect on breeding birds, nests destroyed, rare lowland heath was destroyed as well as plants and trees, and invertebrates and slower moving animals, i.e. lizards, were killed. On 5th November 2020, fireworks and deliberate arson caused damage to Park furniture, heritage signage and a bench.
- 2.6 There are a number of incidents whereby Park users have set barbeques, causing damage to the immediate area. The risks involved when people use fireworks, set fires, utilise

barbequing equipment on the Park is not only to the wildlife habitat and Park land but, being such an expanse of land, to emergency service personnel who respond to such incidents, other Park users and the local community.

3.0 Public Space Protection Orders

3.1 Public Space Protection Orders are designed to promote responsible behaviour and restrict behaviour that is Anti-social, in parks and other public open spaces. Any behaviour can be restricted on any land, which is publically accessible with or without payment. There is no prescribed wording for a Public Space Protection Order allowing a flexible approach to their declaration which must aim to tacking specific antisocial behaviours in a geographically defined area.

3.2 Public Spaces Protection Orders (PSPOs) are intended to provide means of preventing individuals or groups committing anti-social behaviour in a public space where the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature; and be unreasonable. The restrictions and requirements included in a PSPO may be comprehensive or targeted on specific behaviours by particular groups and/or at specified times.

3.3 The power to make an Order rests with local authorities, in consultation with the Police and other relevant bodies who may be affected.

3.4 Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 sets out the basis on which local authorities may make a PSPO. It provides as follows:

(1) A local authority may make a public spaces protection order if satisfied on reasonable grounds that two conditions are met.

(2) The first condition is that:

- (a) Activities carried out in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
- (b) It is likely that activities will be carried on in a public place within that area and that they will have such an effect.

(3) The second condition is that the effect, or likely effect, of the activities:

- (a) is, or is likely to be, of a persistent or continuing nature,
- (b) Is, or is likely to be, such as to make the activities unreasonable, and
- (c) Justifies the restrictions imposed by the notice.

Details of section 59 are attached as Appendix One to the report.

3.5 When making a PSPO due regard must be taken so as to ensure that every proposed restriction in the PSPO meets the statutory criteria. The restrictions proposed must be proportionate having regard to the legitimate aim of preserving the quality of life for everyone who lives or works in or who visits the proposed areas.

3.6 It is important to note that any all PSPOs will need to be supported by evidence that show that the controls are required and that the level of control and the geographical area in which it is proposed is appropriate and proportionate. Initial information from Council, Fire

Service and Police in relation to number of incidents and level of damage caused in the past 18 month period, would support an Order being made.

3.7 Set out in Appendix Two is a summary of the incidents that have occurred recently within the park.

3.8 Other options to control this behaviour have been considered. Ad hoc enforcement using Community Protection legislation could be used but this does not provide an ongoing and immediately available remedy.

3.9 PSPOs of this nature are in place in other areas of the country where fires pose a risk to vegetation and wildlife. For example Calderdale Council have introduced one to protect the moorland in their area

4.0 Proposals

4.1 Due to the history of fires and anti-social behaviour at the site it is proposed that a Public Space Protection Order be considered at Vicar Water Country Park.

4.2 The terms of the PSPO being:

”a person or persons are prohibited from the following activities being: the lighting of fires; barbecues; Chinese lanterns, fireworks; or using any article/object which causes a naked flame and which poses a risk of fire”

4.3 Consultation is required to be undertaken and it is proposed that the following are part of a formal consultation process:

Notts Fire and Rescue
Notts Police
Clipstone Parish Council
Park Users
Friends of Vicar Water
Clipstone Angling club
Notts Wildlife Trust

4.4 A map showing the proposed area of the PSPO is attached as appendix three. It indicates that the extent of the proposed PSPO is the whole of vicar water country park, however there is a small exclusion area around the fishing lake to allow smoking by the angling club as their members are there for an extended amount of time.

5.0 Equalities Implications

5.1 The introduction of a PSPO should not have any impacts on any protected characteristic groups. The consultation will inform of any equality issues.

5.2 Any enforcement of the POSPO will be undertaken in line with the Councils Corporate Enforcement Policy.

6.0 Digital Implications

6.1 None from this report

7.0 Financial Implications (FIN20-21/8318)

7.1 All relevant costs, such as advertising and signage can be met from the current budget. Therefore, there are no financial implications.

8.0 Community Plan – Alignment to Objectives

8.1 There are two objectives that this report is relevant to, they are:

Reduce crime and anti-social behaviour and increase feelings of safety in our communities

Enhance and protect the districts natural environment

8.2 The creation and enforcement of a PSPO as proposed will assist in the delivery of these elements of the Community Plan.

9.0 RECOMMENDATION

Members are asked to:

- (a) support the proposal to consult on the possibility of introducing a Public Space Protection Order at Vicar Water Country Park and to;**
- (b) agree the terms of the PSPO as being ‘a person or persons are prohibited from the following activities being: the lighting of fires; barbecues; Chinese lanterns, fireworks; or using any article/object which causes a naked flame and which poses a risk of fire’;**
- (c) agree the list of consultees as set out in paragraph 4.3; and that**
- (d) a further report setting out the results of the consultation be brought back to the committee.**

Reason for Recommendation

To put appropriate controls in place to control fire starting and ASB at Vicar Water Country Park

Background Papers - Nil

For further information, please contact Alan Batty ext 5467.

Matthew Finch
Director - Environment and Communities

APPENDIX ONE

PROPOSAL FOR A PUBLIC SPACE PROTECTION ORDER – VICAR WATER COUNTRY PARK

Antisocial Behaviour, Crime and Policing Act 2014

Section 59

(1) A local authority may make a public spaces protection order if satisfied on reasonable grounds that two conditions are met.

(2) The first condition is that:

(a) Activities carried out in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or

(b) It is likely that activities will be carried on in a public place within that area and that they will have such an effect.

(3) The second condition is that the effect, or likely effect, of the activities:

(a) is, or is likely to be, of a persistent or continuing nature,

(b) is, or is likely to be, such as to make the activities unreasonable, and

(c) Justifies the restrictions imposed by the notice.

(4) A public spaces protection order is an order that identifies the public place referred to in subsection (2) ("the restricted area") and:

(a) Prohibits specified things being done in the restricted area,

(b) Requires specified things to be done by persons carrying on specified activities in that area, or

(c) Does both of those things.

(5) The only prohibitions or requirements that may be imposed are ones that are reasonable to impose in order—

(a) To prevent the detrimental effect referred to in subsection (2) from continuing, occurring or recurring, or

(b) To reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.

(6) A prohibition or requirement may be framed—

(a) So as to apply to all persons, or only to persons in specified categories, or to all persons except those in specified categories;

(b) So as to apply at all times, or only at specified times, or at all times except those specified;

(c) So as to apply in all circumstances, or only in specified circumstances, or in all circumstances except those specified.

(7) A public spaces protection order must—

- (a) Identify the activities referred to in subsection (2);
- (b) Explain the effect of section 63 (where it applies) and section 67;
- (c) Specify the period for which the order has effect.

(8) A public spaces protection order must be published in accordance with regulations made by the Secretary of State.

SUMMARY REPORT OF INCIDENTS FROM PARK RANGER, MATT SMITH

In past 12 months, fires at Vicar Water Country Park have:

- Devastating for breeding birds, nests destroyed.
- Rare important lowland heath destroyed.
- Plants/trees destroyed
- Invertebrates killed
- Slower moving animals e.g. lizards killed.
- Fencing damaged.
- Risk if a fire got out of hand there are houses nearby and it could pose a danger to them.

Incident of May 2020 – damage caused by BBQ



Incident of 22nd June 2020 – Fireworks

Photographs 1, 2 and 3 – aftermath of fire damage from an incident on 22nd June 2020; Fire Service reported: multiple seats of grass fire, undergrowth and gorse approximately 25 x 30 metres. Fire in attendance at scene for 1 hour. Fire was as a result of local adult males setting off fireworks to commemorate a local male who had died. A video has been shared on Facebook by a local lady with 28,000 views, more than 600 shares and more than 300 comments in the hours after the Fire.

Photo 1



Photo 2



Photo 3



Incident of 5th November 2020

Adult males congregated on Park and set off fireworks – although it could not be proved they caused the damage, citing to Police that they had set off fireworks but all was in order and no damage when they left the Park but had noted a group of teenagers heading into the Park with what was believed to be fireworks. The males were identified through the Police investigation and were found to be local to the Clipstone area. Again, local people provided evidence/names to Council and Police.

Photos 1, 2 and 3 show the damage caused to the heritage sign and complete destruction of a bench. Fire Service update was that this was a suspected deliberate ignition.

Photo 1



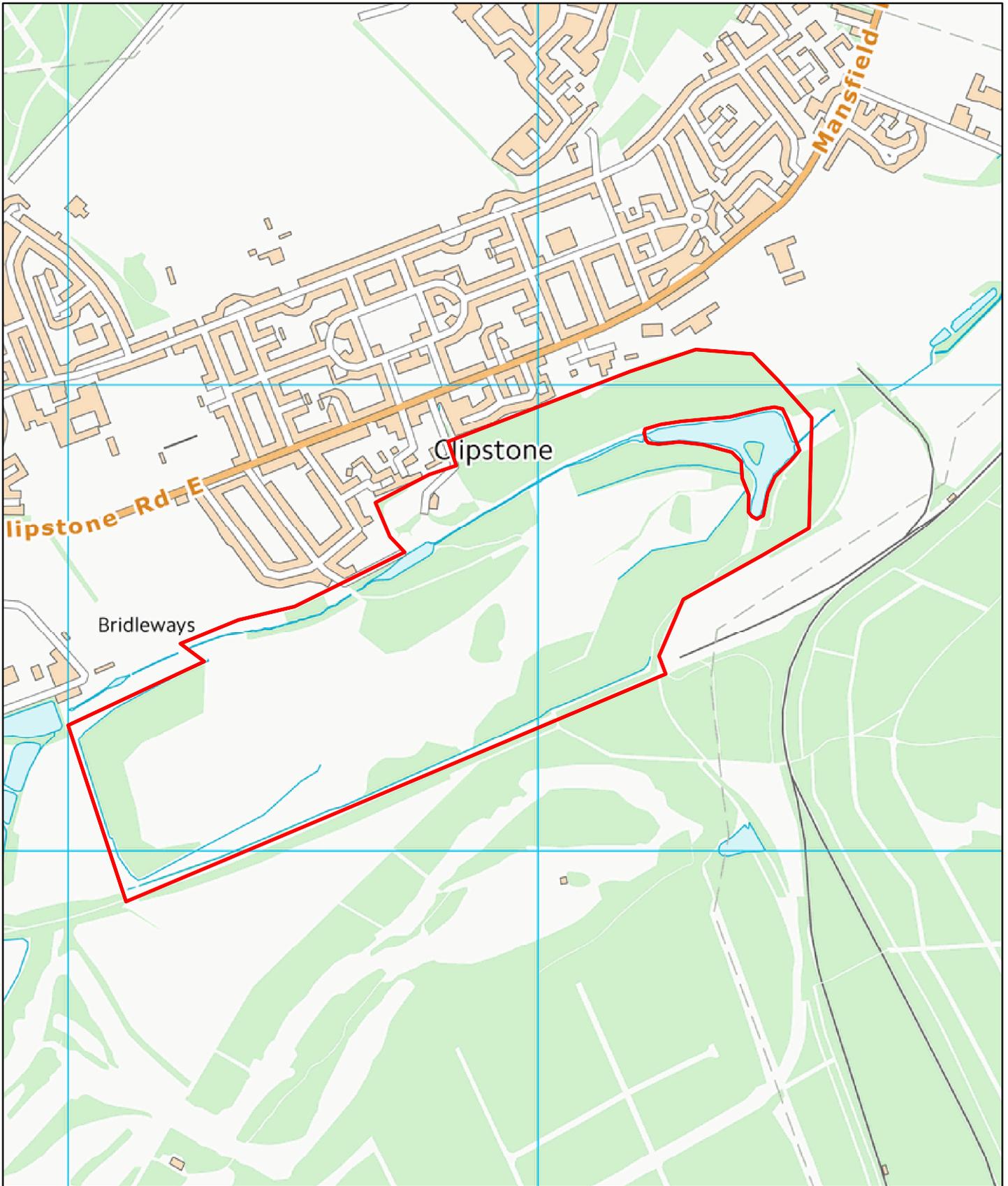
Photo 2



Photo 3



Public Space Protection Order



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 Site

Public Space Protection Order (Newark and Sherwood District) Order 2020

Vicar Water Clipstone
Map Reference PSPO3065

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Site Area (Sq Metres) 95445
Date: 14 December 2020
Grid Ref: SK <Double click to insert>
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LEISURE & ENVIRONMENT COMMITTEE

19 JANUARY 2021

LEISURE & ENVIRONMENT COMMITTEE REVENUE BUDGET 2021/22

1.0 Purpose of Report

- 1.1 To seek feedback from the Leisure & Environment Committee on the proposed general fund revenue budget for the 2021/22 financial year (01 April 2021 – 31 March 2022) for those services which fall under its remit.
- 1.2 To seek feedback from the Committee on the scale of proposed fees & charges for 2021/22 for those services which fall under its remit.
- 1.3 To seek approval from the Committee for the 2021/22 base budget in **Appendix A** to be recommended to Policy & Finance Committee at its meeting on 22 February 2021 for inclusion in the overall council budget; and
- 1.4 To seek approval from the Committee for the 2021/22 fees & charges in **Appendix D** to be recommended to Policy & Finance Committee at its meeting on 22 February 2021 and Council at its meeting on 09 March 2021.

2.0 Background Information

- 2.1 Business managers and service budget officers have been working with officers in the Financial Services team to prepare a general fund budget for 2021/22 and medium-term financial plan for between 2021/22 and 2024/25. The general fund budgets have been prepared in line with the strategy agreed by Policy & Finance Committee on 25 June 2020.
- 2.2 The budget and medium-term financial plan have been developed to reflect, in financial form, the corporate priorities of the Council. Where further targeted areas of focus have been identified, additional resources have been directed to these business units.
- 2.3 **Appendices A** and **B** summarise the budgets proposed for the Committee for 2021/22 by service team and subjective level respectively. These **appendices** exclude capital charges and central support recharges, because service officers do not have direct influence over how much they pay for these. The budgets in this report and its **appendices** are for controllable costs: costs which service officers have direct influence over.

Revenue Budget

- 2.4 *Table 1* below compares the Committee's 2020/21 initial budget for controllable costs, as approved by Council on 09 March 2020, with its currently proposed 2021/22 budget for controllable costs. The Committee's proposed 2021/22 budget is £1,079,000 more than its 2020/21 initial budget; an increase of 26%.
- 2.5 The £1,079,000 increase in the Committee's proposed 2021/22 budget is comprised of a £315,000 increase in employee costs, a £581,000 increase in running costs and a £183,000 decrease in income.

Table 1: changes in controllable costs between 2020/21 and 2021/22 budgeted for services in Leisure & Environment Committee

Expenditure or income?	Expenditure type	Error! Reference source not found. initial budget (£m)	Error! Reference source not found. base budget (£m)	Increase or (decrease) in budget (£m)
Expenditure	Employees	4.399	4.713	0.315
Expenditure	Running Expenses	2.015	2.596	0.581
Expenditure	Total	6.414	7.309	0.896
Income	Total	(2.225)	(2.042)	0.183
Net Expenditure	Total	4.189	5.268	1.079

2.6 Most of the changes above in budgeted employee costs, running expenses and income relate to a small number of services. Tables 2-4 below show the five services which most account for each of the changes above.

2.7 Five services account for 102%, or £320,000, of the £315,000 increase in budgeted employee costs.

Table 2: the five services in Leisure & Environment Committee which most account for changes in budgeted employee costs between 2020/21 and 2021/22

Rank	Service (cost centre)	Increase or (decrease) in employee budget (£m)	Percentage of change in overall employee budget
1	Street Scene Grounds Maintenance	0.211	67%
2	Health & Community Relations	0.059	19%
3	Environmental Services Management Brunel Drive Depot Administration Community Facilities Management Street Scene Street Cleansing Waste & Recycling	0.020	6%
4	Vehicle Pool & Workshop	0.017	5%
5	Neighbourhood Wardens	0.013	4%
		0.320	102%

2.8 Five services account for 98%, or £570,000, of the £581,000 increase in budgeted running expenses.

Table 3: the five services in Leisure & Environment Committee which most account for changes in budgeted running expenses between 2020/21 and 2021/22

Rank	Service (cost centre)	Increase or (decrease) in running expenses budget (£m)	Percentage of change in overall running expenses budget
1	Active 4 Today	0.640	110%
2	Street Scene Grounds Maintenance	(0.211)	(36)%
3	Vehicle Pool & Workshop	0.057	10%
4	Newark Livestock Market	0.043	7%
5	Waste & Recycling	0.042	7%
		0.570	98%

2.9 Five services account for 100%, or £184,000, of the £183,000 decrease in budgeted income.

Table 4: the five services in Leisure & Environment Committee which most account for changes in budgeted income between 2020/21 and 2021/22

Rank	Service (cost centre)	(Increase) or decrease in income budget (£m)	Percentage of change in overall income budget
1	Newark Livestock Market	0.200	109%
2	Street Scene Grounds Maintenance	(0.018)	(10)%
3	Waste & Recycling	(0.016)	(9)%
4	Community Facilities Management	0.012	7%
5	Environmental Health	0.005	3%
		0.184	100%

2.10 **Appendix C** lists the reasons for increases or decreases of over £10,000 between the 2020/21 initial budget and proposed 2021/22 budget for services in Leisure & Environment Committee.

Fees & Charges

2.11 Officers have considered the Fees and Charges Toolkit approved by Economic Development Committee on 20 November 2019 when setting the level of fees & charges. The proposed fees & charges for 2021/22 are in **Appendix D** for consideration.

3.0 Proposals

3.1 Officers are proposing to the Committee that it recommends to Policy & Finance Committee at its meeting on 22 February 2021:

- a) the 2021/22 base budget in **Appendix A** for inclusion in the overall council budget;
- b) and to Council on 09 March 2021 the 2021/22 fees & charges in **Appendix D**.

4.0 Equalities Implications

4.1 Business Managers consider the implications on equalities when assessing how best to deliver the services they are responsible for.

5.0 Financial Implications (FIN20-21/1138)

5.1 The Committee's proposed 2021/22 budget is £1,079,000 more than its 2020/21 initial budget; an increase of 26%. Employee budgets of £4.713m account for 64% of controllable costs. Significant budget savings cannot be achieved without affecting staffing levels.

5.2 The council's medium-term financial plan for between 2021/22 and 2024/25 requires significant savings in future years, as changes to how councils manage their finances and other challenges take effect.

5.3 It is important that the Committee continually scrutinises and reviews its budget in order to identify additional savings which will be achieved in future years.

6.0 Community Plan – Alignment to Objectives

6.1 The proposals in this report support the council to achieve multiple objectives of the Community Plan 2020-2023, though particularly the objectives to:

a) *“Continue to maintain the high standard of cleanliness and appearance of the local environment”*; and

b) *“Enhance and protect the district's natural environment”*.

7.0 RECOMMENDATIONS

a) **that the following recommendations be made to Policy & Finance Committee at its meeting on 22 February 2021:**

i. **the 2021/22 base budget in Appendix A for inclusion in the overall council budget;**

ii. **and to Council on 09 March 2021 the 2021/22 fees & charges in Appendix D.**

Reason for Recommendations

To ensure that the budgets and fees & charges finally proposed for 2021/22 are recommended to Policy & Finance Committee on 22 February 2021.

Background Papers

Nil

For further information please contact Nick Wilson (Business Manager – Financial Services) on Extension 5317 or Mohammed Sarodia (Assistant Business Manager – Financial Services) on Extension 5537.

Matt Finch
Director - Communities and Environment

Sanjiv Kohli
Director - Resources and Deputy Chief Executive

BUDGET SUMMARY BY COMMITTEE - OBJECTIVE

02/01/21

LEISURE & ENVIRONMENT

COST CENTRE	COST CENTRE NAME	2020/21 INITIAL BUDGET	2021/22 BASE BUDGET	INCREASE OR (DECREASE)
A10701	UPKEEP OF DYKES	6,440	6,630	190
A11002	WASTE & RECYCLING	896,930	867,880	(29,050)
A11101	PUBLIC CONVENIENCES	37,330	38,360	1,030
A11103	SEWERAGE WORKS	24,950	33,910	8,960
A11104	STREET SCENE STREET CLEANSING	736,480	690,400	(46,080)
A11107	DOG CONTROL	50,080	44,700	(5,380)
A11110	NATIONAL ASSISTANCE ACT BURIAL	1,650	1,650	
A11135	ENVIRONMENTAL HEALTH	617,780	616,610	(1,170)
A11136	NEIGHBOURHOOD WARDENS	118,480	129,790	11,310
A11137	BRUNEL DRIVE DEPOT ADMIN	56,760		(56,760)
A11305	SOUTHWELL LEISURE CENTRE	133,370	133,370	
A11314	LINCOLN ROAD SPORTS HALL	15,450	18,620	3,170
A11321	NEIGHBOURHOOD CENTRES	15,370	15,370	
A11331	PARKS AND PLAYING FIELDS	27,840	28,200	360
A11334	PRIVATE ESTATES	8,350	8,450	100
A11335	CLOSED CHURCHYARDS	4,790	4,830	40
A11336	VICAR WATER PARK	63,140	63,910	770
A11337	COMMUNITY FACILITIES MGMT	47,570		(47,570)
A11338	SCONCE & DEVON PARK	65,180	66,480	1,300
A11339	NEWARK SPORTS HUB	1,950	1,950	
A11340	ENV SERV MANAGEMENT		242,080	242,080
A11442	ARTS & COMMUNITY DEVELOPMENT	39,920	37,820	(2,100)
A11576	ACTIVE 4 TODAY	121,220	761,220	640,000
A11583	HEALTH & COMMUNITY RELATIONS	257,330	316,250	58,920
A11702	ENVIRONMENTAL SCHEMES	16,730	16,910	180
A11731	STREET NAMING	26,180	25,520	(660)
A12221	NEWARK LIVESTOCK MARKET	(200,000)	43,310	243,310
A15003	BRUNEL DRIVE DEPOT	117,950	119,610	1,660
A15023	STREET SCENE GROUNDS MAINT	180,850	162,720	(18,130)
A26901	VEHICLE POOL AND WORKSHOP	688,740	762,140	73,400
C54494	COMMUNITY NUTRITION GRANT	9,000	9,000	
C54789	VISIBLE	1,090		(1,090)
TOTAL		4,188,900	5,267,690	1,078,790

BUDGET SUMMARY BY COMMITTEE - SUBJECTIVE (APPENDIX B)
LEISURE & ENVIRONMENT

02/01/21

CODE	DESCRIPTION	2020/21 INITIAL BUDGET	2021/22 BASE BUDGET	INCREASE OR (DECREASE)
111	SALARIES AND WAGES	3,498,300	3,736,370	238,070
113	NATIONAL INSURANCE	306,420	335,540	29,120
114	SUPERANNUATION	594,070	641,580	47,510
	EMPLOYEE SUB TOTAL	4,398,790	4,713,490	314,700
211	REPAIRS AND MAINTENANCE	55,340	64,290	8,950
212	ENERGY COSTS	74,760	79,670	4,910
213	RENT	7,420	7,420	
214	RATES	48,390	83,310	34,920
215	WATER SERVICES	22,090	29,705	7,615
217	CLEANING AND DOMESTIC	950	950	
219	CONTRIBUTION TO FUNDS	113,850	120,350	6,500
311	TRANSPORT	722,190	778,070	55,880
313	CONTRACT HIRE OP LEASE	6,500	6,700	200
315	CAR ALLOWANCES	20,260	20,290	30
411	EQUIPMENT AND FURNITURE	131,380	153,720	22,340
412	MATERIALS	28,230	37,410	9,180
431	CLOTHING AND UNIFORMS	22,590	27,400	4,810
441	GENERAL OFFICE EXPENSES	9,980	11,470	1,490
451	CONTRACTUAL	394,460	1,088,050	693,590
452	OTHER SERVICES	165,600	198,685	33,085
461	COMMUNICATIONS AND COMPUTING	2,100	2,460	360
471	STAFF	1,380	1,420	40
472	MEMBERS			
481	GRANTS	19,220	19,220	
491	INSURANCE	55,860	62,350	6,490
493	OTHER	364,370	368,170	3,800
497	DISCOUNTS	4,870	3,890	(980)
928	RECHARGE NON GF ACCOUNTS	(256,760)	(569,070)	(312,310)
	RUNNING EXPENSES SUB TOTAL	2,015,030	2,595,930	580,900
922	CONTRIBUTIONS FROM OTHER LAS	(26,190)	(24,490)	1,700
928	RECHARGE NON GF ACCOUNTS	(188,650)	(193,980)	(5,330)
931	SALES	(88,650)	(100,000)	(11,350)
932	FEES AND CHARGES	(1,615,530)	(1,619,900)	(4,370)
933	RENTS	(218,430)	(15,900)	202,530
938	FEES AND CHARGES	(85,860)	(85,860)	
939	OTHER RECEIPTS	(1,610)	(1,600)	10
	INCOME SUB TOTAL	(2,224,920)	(2,041,730)	183,190
	COMMITTEE TOTAL	4,188,900	5,267,690	1,078,790

Reasons for increases or decreases of over £10,000 between the 2020/21 initial budget and proposed 2021/22 budget for services in Leisure & Environment Committee

Variances between 2020/21 initial budget and proposed 2021/22 budget by service (cost centre)	Increase or (decrease) in budget (£m)
Waste & Recycling, Street Scene Street Cleansing, Brunel Drive Depot Administration, Community Facilities Management and Environmental Services Management: as part of the restructure to create the Environmental Services business unit, the creation of an Environmental Services Management cost centre used budgets which were previously on each of the other cost centres.	0.063
Neighbourhood Wardens: largely relates to a small proportion of the costs of the Business Manager – Public Protection post is now being charged to this cost centre.	0.011
Active 4 Today (A4T): estimated additional support required in 2021/22 by A4T from the council as a consequence of the pandemic. The council is currently budgeting to use its fifth tranche (£620,479) of 'Coronavirus (COVID-19): emergency funding for local government' to fund the majority of the £640,000. The £640,000 is a current estimate: A4T are working to reduce how much additional council support they'll require in 2021/22.	0.640
Health & Community Relations: largely relates to the creation of two additional posts as part of the Housing, Health and Wellbeing (HHW) directorate restructure.	0.059
Newark Livestock Market: largely relates to removal of the 2020/21 income budget.	0.243
Street Scene Grounds Maintenance: largely relates to increase in income from third parties.	(0.018)
Vehicle Pool And Workshop: largely relates to increase in quantity of vehicle-related materials to be purchased.	0.073

STREET NAMING & NUMBERING CHARGES - LEISURE & ENVIRONMENT COMMITTEE

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approve street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that have to be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received after the approved scheme has been issued;
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street

Proposed Fee Schedule:

(Charges are not subject to VAT)

Service	2020/21 Charge	2021/22 Charge
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	£30.00	£30.00
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	£85.00 admin fee plus £30.00 per plot* requiring renumbering/naming	£90.00 admin fee plus £30.00 per plot* requiring renumbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	£85.00 admin fee plus £30.00 per property for up to 10 properties £15.00 for every additional property thereafter	£90.00 admin fee plus £30.00 per property for up to 10 properties £15.00 for every additional property thereafter

Rename or numbering of street where requested by Parish Council and/or residents including notification	£85.00 admin fee plus £30.00 per property for up to 10 properties affected by change £15.00 for every additional property thereafter affected by change	£90.00 admin fee plus £30.00 per property for up to 10 properties affected by change £15.00 for every additional property thereafter affected by change
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*Includes naming of a building and all affected properties (e.g. block of flats)

Terms and Conditions:

1. *All requests must be completed on the appropriate form which is available on our website or from Customer Services.*
2. *All fees must be paid prior to notification being sent.*
3. *Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.*
4. *Postal codes remain the responsibility of Royal Mail.*
5. *Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.*
6. *All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Councils street naming and numbering policy.*
7. *Any queries or complaints should be directed through the corporate compliments, comments and complaints procedure.*

DOG WARDEN - LEISURE & ENVIRONMENT COMMITTEE*(Prices are not subject to VAT)*

STRAY DOGS:	Duration	2020/21 Charge	2021/22 Charge
This includes Government fee, Local Authority charge, and kennelling costs.	1 Day	£83.00	£83.00
	2 Days	£91.00	£91.00
	3 Days	£99.00	£99.00
Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.	4 days	£107.00	£107.00
	5 Days	£115.00	£115.00
	6 Days	£123.00	£123.00
	7 Days	£131.00	£131.00

NOTE: No increase is proposed. Owners need to be encouraged to reclaim their dogs. Benchmarking with neighbouring authorities shows that these figures are slightly above average.

TRADE WASTE CONTRACT CHARGES - LEISURE & ENVIRONMENT COMMITTEE

A 10% DISCOUNT IS GIVEN FOR EACH ADDITIONAL BIN PER SITE PER COLLECTION

(Prices include VAT where applicable)

Trade Waste, Recycling and Garden Bins

We have set figures for these services and have used a disposal cost estimate provided by Nottinghamshire County Council (disposal authority). They have informed us that it is a best guess and actual figures will not be available until the new year. Therefore it should be noted that the final figure could change.

REFUSE

Bin Size	2020/21 Collection Charge	2020/21 Disposal Charge	2021/22 Collection Charge	2021/22 Disposal Charge
140L	£2.21	£1.44	£2.28	£1.48
240L	£2.73	£2.47	£2.81	£2.54
360L	£3.35	£3.71	£3.45	£3.82
660L	£4.89	£6.80	£5.04	£7.00
1100L	£7.21	£11.33	£7.43	£11.67
Pre-Paid Sacks	£1.75	£0.62	£1.80	£0.64
Clinical	£2.16	£7.55	£2.22	£7.78

RECYCLING

Bin Size	2020/21 Collection Charge	2020/21 Disposal Charge	2021/22 Collection Charge	2021/22 Disposal Charge
140L	£2.21	£0.34	£2.28	£0.35
240L	£2.73	£0.58	£2.81	£0.60
360L	£3.35	£0.87	£3.45	£0.90
660L	£4.89	£1.59	£5.04	£1.64
1100L	£7.21	£2.65	£7.43	£2.73
Pre-Paid Sacks	N/A	N/A	N/A	N/A
Clinical	N/A	N/A	N/A	N/A

Trade Waste contract charges

			2020/21 Charge	2021/22 Charge
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Alteration Fee			£37.00	£38.00
Lockable Bin			£37.00	N/A
Access Fee (Maximum)			5 – 10% of total cost dependent on site	5 – 10% of total cost dependent on site
Domestic Garden Bins				
			2020/21 Charge	2021/22 Charge
Price per bin			£35.00	£35.00
Cost of bin for new properties				
			2020/21 Charge	2021/22 Charge
Bin Size				
140L			£32.00	£32.00
240L			£32.00	£32.00
360L			£48.00	£48.00
660L			£258.00	£258.00
1100L			£284.00	£284.00
Developers delivery charge (per load)			£60.00	£62.00
Bulky Waste Charges				
			2020/21 Charge	2021/22 Charge
Domestic Bulky Waste				
	First Item		£13.00	£13.00
	Subsequent item		£7.00	£7.00
Electrical Items				
	First Item		£13.00	£13.00
	Subsequent item		£7.00	£7.00
Large Items which are not covered by the above charges			£62 per hour	£62 per hour
Commercial Fridges				
			2020/21 Charge	2021/22 Charge
Per Unit			£90.64	£93.36
Collection and Transport			£113.30	£116.70
Cleansing Services Hours				
			2020/21 Charge	2021/22 Charge
1hour			£64.00	£64.00

1.5 hours			£96.00	£96.00
2 hours			£128.00	£128.00
3 hours			£192.00	£192.00
4 hours			£256.00	£256.00
5 hours			£320.00	£320.00
Emptying bins (cost per empty of bin)			2020/21 Charge	2021/22 Charge
Litter bins			£0.80	£0.80
Dog Bins			£2.00	£2.00
Vehicle Workshop Services				
	MOT's		N/A	£45.00
	Air Conditioning re-gas		N/A	£45.00
	External Servicing of vehicles		N/A	£45 per hour

NOTE: The Business Manager has an element of flexibility to adjust the fees and charges to respond to customer and market demands. This is at the discretion of the Business Manager, who will be mindful that costs must be covered.

PUBLIC CONVENIENCE CHARGES - LEISURE & ENVIRONMENT COMMITTEE

Public Convenience	2020/21 Charge	2021/22 Charge
Gilstrap Centre	20p	20p

LEISURE & ENVIRONMENT COMMITTEE

19 JANUARY 2021

LEISURE & ENVIRONMENT REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 NOVEMBER 2020

1.0 Purpose of Report

1.1 This report compares the Revised Budgets for the period ending 31 March 2021 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. These are based on eight months' performance information on the Council's revenue and capital budgets, including:-

- General Fund (GF) Revenue
- Capital Programme

1.2 It was requested by Members at the Policy & Finance Committee during February 2020 that reports were presented to individual Committees, for noting, for them to understand the financial position of their Committee.

2.0 Background Information

2.1 Attached is the Policy & Finance report to be tabled at 21 January Committee which details the forecast financial position to 31 March 2021 of the Council as at 30 November 2020.

2.2 The current position for the Council is a variance of between £0.078m (unfavourable) and £(0.022)m (favourable). This is prior to any return funding from the Nottinghamshire Business Rates Pool, for which S151 Officers across the County are working to review the position.

2.3 The forecast outturn position for the Leisure & Environment Committee is an unfavourable variance of £0.242m. The main reasons for this variance are in **Appendix A** of the attached Policy and Finance Committee report.

2.4 It should be noted that the projected outturn variances are still somewhat indicative, and that these will become more accurate in subsequent months, as officers continue to refine budgets and forecasts in light of the latest information available.

3.0 Financial Implications (FIN20-21/77)

3.1 The financial implications are all contained within the report to Policy & Finance Committee 21 January which is attached to this report.

4.0 RECOMMENDATION

That the contents of the report be noted.

Reason for Recommendation

To inform Members of the proposed forecast outturn position for Leisure & Environment Committee as at 30 November 2020.

Background Papers

Nil

For further information please contact Nick Wilson, Business Manager – Financial Services on Ext. 5317

Sanjiv Kohli
Deputy Chief Executive, Director - Resources and Section 151 Officer

POLICY & FINANCE COMMITTEE

21 JANUARY 2021

GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROJECTED OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 NOVEMBER 2020

1.0 Purpose of Report

1.1 This report compares the Revised Budgets for the period ending 31 March 2021 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. These are based on eight months' performance information on the Council's revenue and capital budgets, including:-

- General Fund (GF) Revenue
- Housing Revenue Account (HRA)
- Capital Programme

2.0 Background Information

2.1 The Council's Constitution states that the Section 151 Officer shall present to the Policy & Finance Committee, at least twice in each financial year, budgetary control statements showing performance against the approved estimates of revenue expenditure and income. The appropriate Chief Officer will report on any major variances from planned budget performance.

2.2 Where it appears that the amount included under any head of the approved budget is likely to be exceeded or the budgeted amount of income under any head is unlikely to be reached then Business Managers are required to find savings elsewhere in their budget. In circumstances where savings cannot be identified it will be necessary to consult with the Section 151 Officer and ultimately take a report to the Policy & Finance Committee.

3.0 Proposals

Overview of General Fund Revenue Projected Outturn for 2020/21

3.1 The accounts show a projected unfavourable variance against the revised budget of £0.942m on Service budgets, with an overall unfavourable variance of £0.478m as shown in the table below. This is based on meetings which took place with Business Managers in mid-December, therefore does not account for changes in expenditure/income resulting from Newark and Sherwood being in the Very High (tier 3) Local COVID Alert Level (LCAL) between 02/12/2020 – 30/12/2020, nor the Stay at Home (tier 4) LCAL from 31/12/2020.

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Economic Development	1.724	2.261	2.894	0.632
Homes & Communities	2.418	2.501	2.452	(0.049)
Leisure & Environment	3.759	3.587	3.829	0.242
Policy & Finance	4.280	6.406	6.524	0.117
Net Cost of Services	12.182	14.756	15.698	0.942

Other Operating Expenditure	3.904	29.105	29.005	(0.100)
Finance & Investment Income/Expenditure	(0.009)	(0.264)	(0.144)	0.120
Taxation & Non-Specific Grant Income	(19.714)	(46.469)	(47.160)	(0.691)
Net Cost of Council Expenditure	(3.638)	(2.872)	(2.601)	0.271
Transfer to/(from) Usable Reserves	3.082	2.316	2.523	0.207
Transfer to/(from) Unusable Reserves	0.556	0.556	0.556	0.000
Transfer to/(from) General Reserves	0.000	0.000	(0.478)	(0.478)

3.2 As can be seen from the table above there are variances projected in service areas and other budgets. Looking at the underlying trends, the detailed variances by Committee can be further summarised and these are shown at **Appendix A**.

3.3 Service Budgets managed by the Business Managers is currently predicting an unfavourable variance of £0.942m and represents 6.4% of the total service budgets.

3.4 The main reason for a projected unfavourable variance of £0.942m against service budgets is because the council predicts to receive £1.719m less income from sales, fees and charges (SFC) than budgeted for. The council estimates that it will be able to claim between £0.400m and £0.500m from the government in compensation for lost SFC income. This would reduce the projected overall unfavourable variance of £0.478m to between £0.078m and a favourable variance of £0.022m.

Projected overall unfavourable variance (before compensation)	£0.478m
Estimated compensation for lost sales, fees and charges income	£(0.400)m - £(0.500)m
Projected overall variance (after compensation)	£0.078m - £(0.022)m

3.5 As the premise of the Income Support Scheme is based on net losses to the Council, this means that the Council must seek to reduce spend where appropriate in order to mitigate losses. Three claims must be made, each based on four-month tranches. £0.384m was claimed for in total as part of the first two tranches, based on £0.647m of total lost income being declared. The £0.183m claimed for as part of tranche 1 (April 2020 – July 2020) was received in December 2020. There will be a reconciliation process at year-end as part of the final tranche 3 claim.

3.6 The Nottinghamshire Business Rates Pool may also return some funding to the council for 2020/21, though it cannot currently be quantified how much this may be, as it is based on the non-domestic rates (NDR, or 'business rates') income received by all authorities within the pool. Officers across Nottinghamshire are working to review the position, albeit this will be difficult to predict as the landscape for businesses is currently so volatile. Nottinghamshire S151 officers keep this under review during the year to assess the latest information collated across the County. This will then be fed into future forecast outturn reports.

3.7 Non-Service expenditure is expected to have a favourable variance against the revised budget of £0.671m. The £0.120m unfavourable variance against Finance & Investment Income/Expenditure primarily relates to the reduction in forecast investment interest income being more than the reduction in forecast interest spend.

- 3.8 The £0.791m variance across the Other Operating Expenditure and Taxation & Non-Specific Grant Income lines relates to the following additional grant income that the council has received that was not budgeted for and/or is not expected to be fully spent:

Grant	£'m
COVID-19: emergency funding for local government tranche 4 allocation	0.338
Administration of the Small Business Grant Fund; Retail, Hospitality and Leisure Grant Fund; and Local Authority Discretionary Grant Fund (£0.170m + £0.077m)	0.247
Allocation of Additional Restrictions Grant towards Business Support	0.100
Local Authority Compliance and Enforcement Grant	0.056
Administration of the COVID-19 Test and Trace Support Payments	0.026
Administration of the Council Tax Hardship Fund	0.023
	0.791

- 3.9 In the report to this Committee on 26/11/2020, the overall unfavourable variance of £1.094m assumed that the tranche 4 COVID allocation of £0.338m from Ministry of Housing, Communities and Local Government (MHCLG) would be transferred to reserves, and that the £0.170m funding to administer the Small Business Grant Fund and Retail, Hospitality and Leisure Grant Fund would be used on the costs of administering these grants. It is now proposed that, in addition to the £0.170m, to use the £0.338m tranche 4 allocation and £0.077m funding received to administer the Local Authority Discretionary Grant Fund to mitigate the overall unfavourable variance on the General Fund in 2020/21. It is anticipated that the use of these grants (£0.585m), together with the Income Support Scheme funding, will result in the GF being balanced at year-end.
- 3.10 The variance in relation to the remaining grants (£0.207m) is currently forecasted to be transferred to reserves, as per the 'Variance' on the 'Transfer to/(from) Usable Reserves' line. The £0.100m allocation of the Additional Restrictions Grant towards business support relates to a business resilience initiative proposed by the Business Manager – Economic Growth, and is being transferred to reserves in order to be spent during 2021/22. Where the remaining funds are needed throughout the year for additional spend, they will be allocated and a reduced amount forecasted to be transferred to reserves.
- 3.11 The council is also aware that it will receive further funding, such as for COVID compliance and contact tracing from Nottinghamshire County Council, based on defrayed expenditure. The allocation of this is £0.248m and Finance officers are currently working with other BM's in order to allocate this funding.
- 3.12 It should be noted that the projected outturn variances are still somewhat indicative, and that these will become more accurate in subsequent months, as officers continue to refine budgets and forecasts in light of the latest information available.
- 3.13 The council has received £1.821m grant funding from MHCLG for additional COVID-19 related cost pressures over four tranches. Additional costs the Council has incurred due to COVID have been borne centrally rather than by individual services for transparency/clarity, and so as to not overstate 2020/21 spend on mainstream services.
- 3.14 Each year, the government announces which reliefs that business rate payers will be eligible for, and how much grant it will compensate councils with for income councils can no longer directly receive from businesses (because of the aforementioned business rate reliefs). Prior

to 2020/21, the council has typically received around £2m annually in compensation grant. In 2020/21, because of the Expanded Retail Discount, the council will receive more than £18m in compensation grant. Though the grant relates to the Collection Fund, accounting regulations require it to be paid into the General Fund. There will therefore be a large deficit in the council's Collection Fund at year-end, and, conversely, a large surplus in its General Fund which will need to be transferred to reserves to pay for the Collection Fund deficit. MHCLG are developing guidance for local authorities on the appropriate accounting arrangements.

Overview of Projected Housing Revenue Account (HRA) Outturn for 2020/21

- 3.15 With reference to the 'Variance' column in the table below, the HRA accounts show a projected favourable variance against the revised budget of £2.042m as follows:

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Expenditure	17.508	17.354	15.683	(1.670)
Income	(24.255)	(24.100)	(24.467)	(0.367)
Net Cost of HRA Services	(6.746)	(6.746)	(8.796)	(2.037)
Other Operating Expenditure	0.489	0.033	0.033	0.000
Finance & Investment Income/Expenditure	3.789	3.789	3.783	(0.006)
Taxation & Non Specific Grant Income	(0.520)	(0.520)	(0.520)	0.000
(Surplus)/Deficit on HRA Services	(2.989)	(3.445)	(5.487)	(2.042)
Movements in Reserves				
Transfer to/(from) Usable Reserves	1.628	1.628	2.233	0.605
Transfer to/(from) Unusable Reserves	(6.581)	(6.581)	(6.546)	0.035
Transfer to Major Repairs Reserve	7.942	8.398	9.801	1.402
Total	0.000	0.000	0.000	0.000

- 3.16 This is the first full financial year in which the budget integrates all expenditure and income that Newark and Sherwood Homes Ltd used to formally manage on the council's behalf.
- 3.17 Since February 2020, officers have been working with budget holders in the Housing, Health and Wellbeing directorate to assess the resources required to manage the council's social housing stock.
- 3.18 A report by Savills in 2018/19 identified the potential for the council to realise £0.950m in savings from reintegrating social housing management services back in-house. Officers have currently identified £1.053m in savings through the deletion of vacant posts and surplus resources within services. £0.362m of this has been reinvested, largely in new posts such as the Director of Housing, Health and Wellbeing's post and the Business Manager posts to be appointed to.
- 3.19 An annual £0.691m is therefore available from savings generated by the reintegration that can be reinvested into the council's social housing management services. It is currently assumed that another £0.051m will be used during the remainder of this financial year.

3.20 Due to the current pandemic, the plans identified within the report tabled at the Policy & Finance Committee during April 2020 have not yet been realised and hence the £0.691m above remains unallocated. Proposals to reinvest the efficiencies will be put forward to the Homes and Communities Committee for consideration and approval. These proposals will be a mixture between reoccurring investment and one-off initiatives. Once agreed these will be built into the base HRA financial Business Plan.

3.21 The projected outturn for the year is a net transfer to reserves of £2.042m. The prudent level of reserve set on the HRA working balance is still £2m which would remain constant. As proposed in the table above, the favourable variance identified from the efficiencies generated as a result of reintegrating the housing service would be allocated into a strategic revenue reserve (£0.640m), with the balance of the surplus (£1.402m) then to be transferred into the Major Repairs Reserve to finance future capital expenditure.

3.22 The main reasons for the projected favourable outturn variance of £2.042m are:

Services: a significant number of posts temporarily vacant	(0.725)
Efficiencies: net efficiencies generated from bringing housing management services back into the council	(0.640)
Anticipated additional rental income	(0.441)
Favourable variances on utilities, postage, telephones and training	(0.202)
Other variances	(0.034)
Total	(2.042)

Overview of Projected Capital Outturn 2020/21

3.23 The table below summarises the position for the Capital Programme to the end of November 2020 and is split between General Fund and Housing Revenue Account.

	Revised Approved Budget £'m	Revised budget updated for Approval £'m	Actual Spend to November 2020 £'m	Forecast Outturn £'m
General Fund	33.816	14.382	2.962	14.382
HRA	24.429	21.524	7.823	21.039
Total	58.245	35.906	10.785	35.421

3.24 Actual spend to date has been significantly lower than previous years as a proportion of the budget, mainly due to COVID-19 and the subsequent lockdown period. However, much of the spend has started to catch up. As per below a large amount of budget is being profiled to next financial year, though this isn't only due to delays caused by COVID. The HRA investment programme is expecting a favourable variance of **-£0.485m** at this point in time.

3.25 As projects are developed and spending commitments are made, budget requirements can change. It is a requirement that Policy & Finance Committee approve all variations to the Capital Programme. Following the meeting of 26 November 2020, the total approved budget was £58.245m. The additions and amendments that now require approval are detailed in **Appendix C** and summarised as follows:

Additions/Reductions	£0.137m
Reprofiles	-£22.477m
Total	-£22.340m

- 3.26 If these variations are approved, then the revised budget will be reduced to £35.906m. A more detailed breakdown at scheme level, including some comments on projects progress, can be found at **Appendices D** (General Fund) and **E** (HRA).

Capital Programme Resources

- 3.27 The Capital resources available to the Council are not static. Capital receipts are generated throughout the year, additional grants and contributions are paid to the Council, and borrowing may be increased to fund some projects.
- 3.28 In summary, the revised budget of £35.906m will be financed as follows, with every attempt to minimise the impact on the Council's revenue budget:

	General Fund £'m	HRA £'m	Total £'m
Borrowing	5.869	6.572	12.441
External Grants & Contributions	3.539	0.830	4.369
Capital Receipts	0.897	4.079	4.976
Community Infrastructure Levy	0.620	0.000	0.620
Revenue Contributions	3.457	10.043	13.500
Total	14.382	21.524	35.906

Capital Receipts

- 3.28 The Council has been successful in securing a number of capital receipts for both general fund and HRA in previous years, and continues to do so. The current level of capital receipts is detailed in the table below:

	General Fund £'m	HRA Receipts £'m	HRA 1-4-1 Receipts £'m	Total £'m
Balance at 1st April 2020	1.209	2.440	1.805	5.454
Received up to end of November 2020	0.000	0.708	0.472	1.180
Estimated receipts for remainder of the financial year	0.102	0.500	0.215	0.817
Approved for financing	0.897	1.989	2.090	4.976
Available Capital receipts balance at 31 March 2021	0.202	1.659	0.402	2.263
Estimated Receipts 2021/22 - 2023/24	2.472	1.000	2.437	5.909
Approved for Financing 2021/22 - 2023/24	2.875	1.924	1.761	6.560
Estimated Uncommitted Balance	0.011	0.735	1.078	1.824

3.29 The RTB receipts for Replacement Homes (known as 1-4-1 Receipts) are retained through a RTB agreement. Under the terms of that agreement, the RTB receipts have to be spent on new supply of affordable housing within three years of arising, or have to be returned to the government with penalty interest payable. In light of the impact of COVID-19 on the construction industry, MHCLG has temporarily extended the deadline by which certain RTB receipts must be spent by. The original deadline to spend these receipts by 30 June 2020 has twice been extended: first to 31 December 2020, and now to 31 March 2021.

4.0 Financial Implications (FIN20-21/6996)

4.1 All of the financial implications are set out in the body of the report.

4.2 As per paragraph 3.21 the HRA is currently predicting an additional transfer of £1.402m to the Major Repairs Reserve.

4.3 With regard to the General Fund revenue outturn, the variance of between £0.078m (unfavourable) and £(0.022)m (favourable) represents a variance of less than 1% of the overall General Fund budget.

4.4 With regard to capital, any savings on projects will be assessed and used to meet additional demands, or to fund the Council's Capital Programme in future years.

5.0 RECOMMENDATIONS that:

(a) the General Fund projected unfavourable outturn variance of between £0.078m (unfavourable) and £(0.022)m (favourable) be noted;

(b) the Housing Revenue Account projected favourable outturn variance of £2.042m be noted;

(c) the variations to the Capital Programme at Appendix C be approved; and

(d) the Capital Programme revised budget and financing of £35.906m be approved.

Reason for Recommendations

To update Members with the forecast outturn position for the 2020/21 financial year.

Background Papers

General Fund Monitoring Reports to 30 November 2020

Capital Financing Monitoring Reports to 30 November 2020

For further information please contact: Nick Wilson, Business Manager - Financial Services on Ext. 5317; Mohammed Sarodia, Assistant Business Manager - Financial Services on Ext. 5537; or Jenna Norton, Accountant on Ext. 5327

Sanjiv Kohli

Deputy Chief Executive, Director - Resources and Section 151 Officer

General Fund (GF) Revenue Outturn Variance Analysis by Committee as at 30 September 2020

Favourable variances are bracketed and in red - £(0.123)m. Unfavourable variances are in black - £0.123m.

Economic Development - £0.632m	£'m
Heritage & Culture: reduced income, largely offset by reduced expenditure and additional grant income	0.032
Land Charges: reduced income, due to increase use of Environmental Information Regulations (EIR) requests for free search information, partly offset by increasing number of customers	0.026
Promotion of Tourism: less spend on market research, video production and search engine optimisation	(0.017)
Growth/Technical Support: vacant post	(0.014)
Development Management: vacant posts and increased income, largely from a large solar farm application	(0.209)
Planning Policy: reduced staffing spend due to a restructure not being implemented	(0.011)
Building Control: furloughed staff	(0.016)
Newark Beacon: reduced income, largely from workshop rents, catering and hire charges, and small increases in repairs and maintenance spend, partly offset by less supplies and services and NDR spend	0.132
Buttermarket: reduced income, largely because of rent reductions for existing tenants and first floor currently unoccupied	0.032
Former M&S Building: non-domestic rates (NDR) payable for the year due to change in budgeted assumptions	0.081
Surface Car Parks Newark: reduced income, slightly offset by reduced costs of rent and security services	0.607
Newark Lorry Park: reduced income, largely from rent allowances and change in budgeted assumptions, partly offset by over-budgeting of NDR payable.	0.021
Other small variances	(0.032)
Total	0.632
Homes & Communities - £(0.049)m	£'m
Private Sector Speech Call: increased income because of an increase in customer demand	(0.023)
Strategic Housing: vacant posts slightly offset by unbudgeted housing needs assessment spend	(0.052)
Customer Services: vacant posts	(0.028)
Licensing: reduced income, largely from temporary event notices and vehicle licensing	0.013
CCTV: reduced income due to invoice dispute	0.011
Other small variances	0.030
Total	(0.049)
Leisure & Environment - £0.242m	£'m
Waste & Recycling: greater than expected increase in number of garden waste collection customers, partly offset by increase in purchase of garden waste bins; reduced income from waste disposal, partly offset by reduced payment to Nottinghamshire County Council; and reduced income from trade refuse, partly offset by increased income from recycling	(0.010)
Street Scene Street Cleansing: budgeted cost of restructured service more than required	(0.030)
Environmental Health: vacant posts and reduced spend on mileage, partly offset by reduced income such as from licence and registration fees	(0.067)
Newark Livestock Market: largely due to reduced income, because financial performance of 2019-20 tenant worse than expected and no rent expected for 2020-21 or to be recovered related to previous years	0.378
Vehicle Pool and Workshop: reduced fuel and tyre costs largely offset by increased materials costs on older vehicles; and reduced income such as from MOT's	(0.001)
Other small variances	(0.028)
Total	0.242
Policy & Finance - £0.117m	£'m
Elections and Democratic Services: mainly reduced spend on canvasser salaries, mileage and chauffeur services	(0.025)
Senior Leadership Team: vacant corporate projects manager and capital projects manager posts	(0.043)
Transformation & Communications: vacant posts	(0.045)
Administration Services: vacant posts	(0.049)
Rent Allowances/Rent Rebates: based on mid-year submission to Department for Work and Pensions (DWP)	0.129
Revenues & Benefits: additional unbudgeted grant income	(0.072)
Castle House: reduced income, largely from partners for cost of desk hire, partly offset by reduced spend on security, refreshments and catering	0.092
Corporate Property: vacant posts, and surveyors appointed at lower rates than budgeted	(0.130)
Coronavirus Costs: because budget for Housing Revenue Account (HRA) bad debt not expected to be required and less than budgeted spend for working from home (WFH) audits - see Appendix B	(0.130)
£400,000 saving budgeted for in-year vacancies council-wide (3.5% of total salaries plus oncosts budget)	0.400
Income Section: delayed recruitment to sundry debtor officer post	(0.011)
Risk Management: vacant post filled by temporary worker	0.012
Non-Distributed Costs: higher than anticipated one-off pension strain costs for employees who retired	0.015
Other small variances	(0.026)
Total	0.117
	0.942

Comparison of budgeted and forecasted 2020/21 use of £1.483m Coronavirus-related government grants

Service	Budgeted use of £1.483m (£m)	Forecasted use of £1.483m (£m)	Variance (£m)
Contribution towards Lorry Park Showers	0.035	0.037	0.002
Additional costs for Waste Management	0.155	0.148	(0.007)
Additional costs for Revenues and Benefits	0.012	0.014	0.002
Rough sleepers	0.010	0.012	0.001
ICT upgrades	0.010	0.010	0.000
Various safety checks	0.011	0.011	0.000
Hand wash & wipes	0.021	0.012	(0.009)
Face masks	0.001	0.003	0.002
Signs	0.004	0.006	0.002
Miscellaneous	0.011	0.022	0.011
Additional cleaning	0.062	0.034	(0.027)
Reintegration to Castle House for officers' information pack	0.001	0.001	0.000
Additional lanyards	0.000	0.000	0.000
Letter to residents within the District that were shielding	0.008	0.008	(0.000)
Queue barriers	0.001	0.001	0.000
Sneeze screens	0.019	0.017	(0.002)
Movement of urinals and boiler	0.000	0.000	0.000
Blidworth Leisure Centre safety shutdown	0.000	0.000	0.000
Additional security	0.017	0.029	0.012
Additional risk assessments	0.014	0.014	0.000
Void Housing Revenue Account (HRA) properties	0.012	0.000	(0.012)
Beacon drop-in centre	0.005	0.005	0.000
Hire of vehicles	0.018	0.015	(0.003)
Temperature equipment	0.004	0.004	0.000
Humanitarian Assistance Response Team (HART)	0.025	0.017	(0.008)
Reopening High Streets Safely Fund	0.025	0.025	0.000
Working from home (WFH) audits	0.075	0.030	(0.045)
Contribution to Active4Today	0.490	0.490	0.000
Buying back annual leave from employees	0.050	0.050	0.000
Air handling unit	0.002	0.005	0.003
Banners/communications materials	0.007	0.007	0.000
Post-payment assurance work re: Business Grants	0.004	0.004	0.000
Allocation towards GF bad debt provision	0.100	0.100	0.000
Allocation towards HRA bad debt provision	0.100	0.000	(0.100)
Contribution towards service unfavourable variance	0.160	0.160	0.000
Listening Line (Check & Chat)	0.013	0.013	0.000
Spend to be reallocated to services above	0.000	0.045	0.045
Total	1.483	1.348	(0.134)

General Fund Additions

Project	Capital Description	Additions / Reductions 20-21 £m	Comments
TB2253	Vehicles & Plant	0.111	£46k due to a change in one of the vehicles in the fleet, but 100% financed by part exchange. £65k due to one of the vehicles (which was due for replacement and budgeted to buy second hand) originally being used very infrequently, however, since the launch of the "Not in Newark & Sherwood" campaign the vehicle is now being used constantly and a newer vehicle is required. This additional budget is over 85% financed by sales of old vehicles recently disposed of.
TF6809	Fairholme Park Conversion to Mains Gas	0.026	Funding increase approved due to more full heating replacements than originally estimated.
Total General Fund Additions/Reductions		0.137	

HRA Additions/Reductions

Project	Capital Description	Additions / Reductions 20-21 £m	Comments
SA1061	Phase 3 Cluster 1 Stand Alone	0.056	Revise budgets within existing approvals for Phase 3 to fit in with agreed construction costs.
SA1062	Phase 3 Cluster 2 Various	0.040	
SA1063	Phase 3 Cluster 3	0.171	
SA1064	Phase 3 Cluster 4	-0.267	Set up 1st cluster of phase 4
SA1070	Phase 4	-0.700	
SA1071	Phase 4 Cluster 1 Fire Station	0.700	
Total HRA Additions/Reductions		0.000	
Total Additional/Reductions		0.137	

General Fund - Reprofiting

Project	Capital Description	Additions / Reductions 20-21 £m	Comments
TA1216	Dukeries New Pool	(0.742)	Following review of the cash flow and the date for Practical Completion, move budget to 2021/21.
TA1217	Southwell Leisure Centre Improvements	(1.500)	Scheme won't be ready in 2020/21, re-profile to 2021/22.
TA3053	Museum Improvements	(0.212)	Impacted by Tudor Hall work and COVID. Delivery due in 21/22.
TB3154	Castle Gatehouse Project	(4.025)	Waiting on the outcome of the Towns Fund announcement.

Project	Capital Description	Additions / Reductions 20-21 £m	Comments
TC3131	Extension to London Road Car Park	(0.107)	Update report on January P&F agenda. Re-profile to 2021/22.
TC3135	Works to the Buttermarket	(0.695)	Update report to ED in January 2021. Re-profile to 2021/22.
TF3228	Homeless Hostel	(0.880)	Re-profile to 2021/22 in line with current estimated work programme.
TG1003	Housing Regeneration Loan Facility	(11.410)	Re-profile to 2021/22 in line with Arkwood Developments current estimated work programme.
Total General Fund Re profiling		(19.571)	

HRA - Reprofiting

Project	Capital Description	Additions / Reductions 20-21 £m	Comments
S95253	Play Areas	-0.020	HRA investment in Play areas to be re-profiled to 2021/22 to enable upgrade and additional equipment to start in April 2021.
SA1031	HRA Site Acquisition	-1.259	Sites currently on the list for acquisition are unlikely to come into Council ownership prior to April 2021, therefore re-profile to 2021/22.
SA1048	Boughton Extra Care	0.600	Revised the profile of the budget, therefore £600k required from 2021/22 in line with current work programme and Practical Completion of the build.
SA1064	Phase 3 Cluster 4	-1.227	Re-profile budget to 2021/22 in line with expected start on site dates for the final cluster of phase 3.
SA1070	Phase 4	-1.000	Re-profile budget to 2021/22 in line with expected start on site dates for phase 4.
Total HRA Re profiling		-2.906	
Total Re profiling		-22.477	
Total Variations		-22.340	

General Fund - Spend against budget - Estimated in year

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.11.20)	Revised Budget including Variations for Approval	Actuals to end of November	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TA3053	Museum Improvements	C Coulton-Jones	211,808	0	0	62,967	-62,967	0		07.08.20 now have visitor research report - final phase of improvements inc installation into tudor attic. Impacted by Tudor Hall scheme below and all on hold due to COVID. 09.12.20 impacted by Tudor Hall work and COVID. Delivery 21/22. reprofile the budget
TA3056	NCWC Tudor Hall	C Coulton-Jones	200,000	200,000	0	0	200,000	200,000		07.08.20 currently obtaining quotes. 09.12.20 quotes back over budget, conversations taking place with previous contractors to split costs.
TB3144	Play Area Resurfacing	C Coulton-Jones	81,150	81,150	0	0	81,150	81,150		16.10.20 added following capital budget bid process to ensure timing of resurfacing fits in with most suitable time to carry out the work.
TB3154	Castle Gatehouse Project	C Coulton-Jones	4,025,150	0	0	0	0	0		09.12.20 awaiting news on Towns Fund, reprofiled to 2021/22.
TB3160	Castle Electrical Upgrade & Fire Alarm	C Coulton-Jones	85,000	85,000	0	0	85,000	85,000		09.12.20 tenders back in excess of budget. conversations taking place over value engineering.
TB6161	S106 Vicar Water Play Area Improvements	A Kirk	38,296	38,296	38,296	0	0	38,296		07.08.20 scheme nearly complete. 16.10.20 Scheme Complete
TC3130	Lorry Park Shower Upgrade	R Churchill	45,400	45,400	38,000	0	7,400	45,400		07.08.20 urgency item during August to increase the budget in order to provide additional showers to make site COVID-secure. 09.12.20 all in an operational.
TC3131	Extension to London Road Car Park	N Cuttell	107,407	0	0	0	0	0		07.08.20 scheme currently on hold. 09.12.20 Report on same agenda. Reprofile to 2021/22
TC3134	Works to SFACC	R Churchill	23,560	23,560	-31,697	18,461	36,796	23,560	-0	07.08.20 Robert to look into the works that are required for phase 2. 09.12.20 reviewing phase 2 works required.
TC3135	Works to Buttermarket	P Preece	870,053	175,000	158,102	16,373	524	175,000	-0	07.08.20 Ground Floor work to be completed by the end of October. Then revisit First Floor PID. 09.20.12 ED report in Jan with options for 2nd floor.
TC3139	Appletongate Resurfacing	B Rawlinson	27,060	27,060	0	27,057	0	27,057	-3	16.10.20 urgency item to arrange work before winter to avoid damage from cold weather. 09.12.20 works complete. Came in on budget.
	Economic Development Committee		5,714,884	675,466	202,701	124,858	347,903	675,462	-4	
TA2210	Purchase of Alms Houses	L Monger	704,000	704,000	0	0	704,000	704,000		09.12.20 purchase underway.
TA3097	Yorke Drive Regeneration and Community Facility	C Clarkson	130,000	130,000	0	0	130,000	130,000		10.08.20 Heads of terms and consultants appointment to deliver enabling works agreed. 09.12.20 start on site Jun 2021.
TA3286	Information Technology Investment	D Richardson	576,330	576,330	284,051	67,178	225,102	576,330		09.12.20 laptops/desktop replacement complete. Telephony replacement programme underway, going live on 16 Dec. Website project moved to new hosted platform. Awaiting invoices.
TF2000	CCTV Replacement Programme	A Batty	150,500	150,500	0	0	150,500	150,500		09.12.20 working with Wellend on tender, will be complete by end of March.
TF3221	Southwell Flood Mitigation	A Batty	453,421	453,421	0	0	453,421	453,421		09.12.20 waiting for an invoice from NCC.

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.11.20)	Revised Budget including Variations for Approval	Actuals to end of November	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TF3227	Lowdham Flood Alleviation	A Batty	0	0	0	0	0	0	0	16/10/20 Lowdham professional partners update set out the programme for flood alleviation works and our contribution is now required in 2022/23. 09.12.20 reprofile budget - scheme changed so more consultation to be carried out.
TF3228	Homeless Hostel	L Monger	1,000,000	120,000	11,213	90,895	17,893	120,001	1	07.08.20 need to reprofile budget. went our for expression of interest in April and wasn't a great response - so further work to be carried out. start on site could be early 2021. 14.10.20 Feasibility and outline designs with outline planning currently being progressed and procurement for main contract due to commence January 2021. Will review budget profile in Q3.
TF3229	Bicycle Storage - Safer Neighbourhoods	A. Batty	34,000	34,000	0	0	34,000	34,000	0	24.09.20 Safer Neighbourhoods Funding 16.10.20 Discussions taking place around types of storage. 09.12.20 work progressing. Will claim back from grant fund once spent.
TF6011	Private Sector Disabled Facilities Grants	A Batty	761,782	761,782	161,101	13,851	586,830	761,782	-0	16/10/20 26 completions to date and 23 approved, waiting to start on site and 29 referrals being worked on. Unlikely to spend the full year budget, but will review in Q3. 09.12.20 behind on programme due to COVID as rely on referrals which have come through slower to date. Projecte to spend > £500k. additional funding recently announced of £137k with agreement to roll forward any unspent.
TF6012	Discretionary Disabled Facilities Grants	A Batty	140,000	140,000	41,785	0	98,215	140,000	-0	14.09.20 Grants offer from DEFRA up to £5k per household for flood mitigation. Expected around 100 households. Will review budget each quarter. 16.10.20 Applications are starting to come through and inspections are taking place. 09.12.20 currently administering grants. made payments to 9 households so far.
TF6020	Flood Grants - 2020 - 2022	A Batty	250,000	250,000	28,819	0	221,181	250,000	-0	12.08.20 since the beginning of the financial year, only emergency work is being carried out until the recovery group approve restarting business as usual. Currently £33k committed for urgent work. Revisit the budget and potential rephasing in Q2.
TF6807	Warm Homes on Prescription	L Monger	179,939	179,939	20,882	23,650	135,407	179,939	0	12.08.20 44 Gas connections completed and home surveys delayed due to COVID but have recommenced in August. Invoices expected following completion of work. 18.12.20 additional funding agreed. Budget increased to reflect. First instalment of funding due any time, to be handed over soon after receipt
TF6809	Fairholme Park (Ollerton) Conversion to Mains Gas	L Monger	97,488	123,130	0	0	123,130	123,130	0	
	Homes & Communities Committee		4,477,461	3,623,103	547,850	195,574	2,879,679	3,623,103	0	
TA1216	Dukeries LC New Pool	A Hardy	2,928,852	2,187,000	323,403	1,724,819	138,779	2,187,000	0	07.08.20 start on site due 1.9.20. 16.10.20 work started and progressing well, with regular site meetings. 09.12.20 scheme progressing well. Expected to finish on time. Looking to draw down SE grant prior to March 21.
TA1217	Southwell Leisure Centre Improvements	A Hardy	1,500,000	0	0	0	0	0	0	07.08.20 conversations are taking place with SLCT with a view to an update report to P&F. Feasibility and business case to do.
TA1219	S106 - Blidworth LC Steam & Sauna Facility	R Churchill	23,754	23,754	20,221	0	3,533	23,754	-0	07.08.20 Scheme is complete, snags to do. 09.12.20 scheme signed off. All invoices paid.
TA1220	Vehicular Access Control at Newark Sports and Fitness Centre	R Churchill	16,680	16,680	0	0	16,680	16,680	0	15.09.20 Installation of security barrier on Lord Hawke Way to control unauthorised access to Newark Sports & Fitness Centre. 09.12.20 all work now complete.
TB2253	Vehicles & Plant (NSDC)	A Kirk	1,079,010	1,190,010	92,197	555,461	542,352	1,190,010	0	07.08.20 most of the vehicles in the replacement programme are on order.

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.11.20)	Revised Budget including Variations for Approval	Actuals to end of November	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TB6153	Cricket Facilities Kelham Rd - S106	A Hardy	0	0	0	0	0	0	0	
TB6154	S106 Community Facilities Provision Community & Activity Village	A Hardy	156,183	156,183	0	0	156,183	156,183	0	07.08.20 paybale on commencement of phase due, due October 20. 09.12.20 YMCA waiting on Towns Fund announcement. Commencement imminent.
TB6162	Loan to Newark Academy	A Hardy	240,000	240,000	0	0	240,000	240,000	0	07.08.20 school unable to accept the loan. Need to seek alternative. 09.12.20 alternative arrangement due to be reported to Jan P&F.
TB6163	S106 Community Facilities Provision Clipstone Welfare	A Hardy	66,385	66,385	0	0	66,385	66,385	0	09.12.20 money paid.
TC3136	Climate Change	M Finch/R Churchill	30,000	30,000	0	0	30,000	30,000	0	17.12.20 action plan agreed at Council this week.
TC3137	Brunel Drive Door Entry System	A Kirk	42,227	42,227	30,029	1,395	10,803	42,227	0	07.08.20 fire alarms still to be completed, will be complete by early September. 09.12.20 work complete.
	Leisure & Environment Committee		6,083,091	3,952,239	465,849	2,281,675	1,204,715	3,952,240	0	
TC1000	New Council Offices	R Churchill	286,025	286,025	151,826	15,375	118,824	286,025	0	07.08.20 final retention release due during August. 09.12.20 final retention released to RG, Asset Mgt to check with Gleeds what retention is owed.
TC2000	Land Acquisition	R Churchill	1,090,760	1,090,760	0	0	1,090,760	1,090,760	0	07.08.20 transactions are progressing.
TC3016	Legionella Remedial Works	R Churchill	133,412	133,412	27,707	58,186	47,520	133,413	0	07.08.20 scheme due for completion by 1st October 09.12.20 new legionella compliance company reviewing assessments. 90% of the work is complete, all complete by end of Feb 21.
TC3138	Lord Hawke Way Remedial Work & Bond	R Churchill	384,150	384,150	24	0	384,126	384,150	0	07.08.20 Edward to check remedial work required 09.12.20 bond will be paid once sewers have been adopted - waiting on Severn Trent.
TG1002	Contribution to Robin Hood Hotel	R Churchill	2,591,610	2,591,610	1,559,209	0	1,032,401	2,591,610	0	07.08.20 back on site now following lockdown. Due to reach PC in Feb 2021 09.12.20 scheme on track for completion in Feb.
TG1003	Housing Regeneration Loan Facility	N Wilson	11,409,849	0	0	0	0	0	0	09.12.20 on review of cash flow, Arkwood is unlikely to require any of the loan in the current financial year. Reprofile.
TI1001	Joesph Whittaker School Contribution	M Norton	620,000	620,000	0	0	620,000	620,000	0	09.12.20 received confirmation from NCC in November. Academy now entered into a construction contract.
TT	Towns Fund	M Lamb	1,025,000	1,025,000	9,138	17,327	998,536	1,025,000	0	09.12.20 Stodman Street - architect and design team appointed with a view to submitting a planning application in March. Construction College - contractor appointed and significant progress made on defrayment of exp on build by the end of March. Cycle Infrastructure scheme conversations have started to progress the scheme. Newark Gateway - recently added phased over 2020/21 and 2021/22 - working up scheme to submit outline planning app around Feb.
	Policy & Finance Committee		17,540,806	6,130,957	1,747,904	90,887	4,292,167	6,130,958	1	
TOTALS			33,816,242	14,381,765	2,964,304	2,692,994	8,724,465	14,381,763	-2	

HRA - Spend against budget - Estimated in year

Project	Capital Description	Project Manager	Revised Budget 2021 (Following P&F 26.11.20)	Revised Budget including Variations for Approval	Actuals to end of November	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
PROPERTY INVESTMENT PROGRAMME										
S91100	ROOF REPLACEMENTS	A Hayward	0	0	0	0.00	0	0	0	
S91115	Roof Replacement Works	A Hayward	200,000	200,000	-5,143	205,143.03	0	200,000	0	04.08.20 starting work end of Aug complete by Dec 20 15.10.20 work is progressing, started end of Sept. Three sites currently. 09.12.20 one site complete in Farndon, William Bailey will be finished this week and site in bilsthorpe is ongoing.
S91116	Flat Roof Replacement Wrk	A Hayward	200,000	200,000	77,047	122,952.92	0	200,000	0	04.08.20 47 flat roof replacements completed to date. 09.12.20 work will pick up on this scheme in the new year.
S711	ROOF REPLACEMENTS		400,000	400,000	71,904	328,095.95	0	400,000	0	
S91200	KITCHEN & BATHROOM CONVERSIONS	A Tutty	0	0	0	0.00	0	0	0	
S91218	Kit & Bathrooms	A Tutty	1,500,000	1,500,000	489,948	526,001.25	0	1,015,949	-484,051	04.08.20 work restarted in July. Not expecting to spend the full budget due to delay in starting but this is revisited every month.
S712	KITCHEN & BATHROOM CONVERSIONS		1,500,000	1,500,000	489,948	526,001.25	0	1,015,949	-484,051	
S91300	EXTERNAL FABRIC	G Bruce	100,000	100,000	0	0.00	100,000	100,000	0	13.10.20 Plans to spend this on further external works in the latter half of the year.
S91336	External Fabric Works	G Bruce	200,000	200,000	24,341	200,000.00	-24,341	200,000	-1	04.08.20 contract awarded. Start work mid August. 13.10.20 started on site, first valuation received. 09.12.20 one valuation paid to date, others in dispute.
S713	EXTERNAL FABRIC		300,000	300,000	24,341	200,000.00	75,659	300,000	-1	
S91400	DOORS & WINDOWS	D Bamford	0	0	0	0.00	0	0	0	
S91412	Doors & Windows Works	D Bamford	170,000	170,000	25,225	148,009.32	-3,235	170,000	-1	04.08.20 57 properties due to be completed in this year. 13.10.20 105 doors on the list for quotes with the contractor now, but work is currently happening slower than anticipated. 09.12.20 completed 40 jobs. 51 in progress.
S714	DOORS & WINDOWS		170,000	170,000	25,225	148,009.32	-3,235	170,000	-1	
S91500	OTHER STRUCTURAL	G Bruce	50,000	50,000	13,935	16,010.00	20,055	50,000	-0	13.10.20 works being carried out across the district.
S91511	Walls Re-Rendering	M Carman	0	0	0	0.00	0	0	0	
S91534	Gutter Repairs	A Hayward	50,000	50,000	45,276	4,723.92	0	50,000	0	15.10.20 work completed.
S715	OTHER STRUCTURAL		100,000	100,000	59,211	20,733.92	20,055	100,000	-0	
S93100	ELECTRICAL	A Hayward	0	0	0	0.00	0	0	0	
S93115	Rewires	A Hayward	600,000	600,000	218,828	381,171.79	0	600,000	0	04.08.20 8 rewires following start in July. Expected to spend full budget. 15.10.20 74 rewires completed to date. 09.12.20 125 rewires complete to date.
S731	ELECTRICAL		600,000	600,000	218,828	381,171.79	0	600,000	0	
S93500	HEATING	D Bamford	0	0	0	0.00	0	0	0	
S93510	Heating/Boilers	D Bamford	550,000	550,000	164,331	382,999.03	2,670	550,000	-0	04.08.20 147 properties currently with the contractor. 13.10.20 176 ordered and currently 66 completed replacement boilers with 6 on hold. 09.12.20 completed 95 replacements 86 in progress.

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.11.20)	Revised Budget including Variations for Approval	Actuals to end of November	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
S735	HEATING		550,000	550,000	164,331	382,999.03	2,670	550,000	-0	
S93600	ENERGY EFFICIENCY	D Bamford	0	0	0	0.00	0	0	0	
S93624	EE Boilers	D Bamford	150,000	150,000	16,378	0.00	133,622	150,000	-0	13.10.20 replacements are on programme.
S736	ENERGY EFFICIENCY		150,000	150,000	16,378	0.00	133,622	150,000	-0	
S95100	GARAGE FORECOURTS	A Hayward	0	0	0	0.00	0	0	0	
S95109	Garages	A Hayward	25,000	25,000	0	0.00	25,000	25,000	0	15.10.20 tendered and contractor chosen to replace garage doors (25) 09.12.20 started this week, due for completion before christmas.
S95115	Resurfacing Works	A Hayward	75,000	75,000	74,956	44.34	0	75,000	0	04.08.20 scheme complete
S751	GARAGE FORECOURTS		100,000	100,000	74,956	44.34	25,000	100,000	0	
S95200	ENVIRONMENTAL WORKS	M Carman	150,000	150,000	0	0.00	150,000	150,000	0	13.10.20 Plans to spend this on further external works in the latter half of the year.
S95203	Car Parking Schemes	D Roxburgh	250,000	250,000	0	0.00	250,000	250,000	0	04.08.20 Identified sites as part of the new build programme to satisfy planning conditions - Collingham and Caunton sites..
S95206	Chatham Court Target Hardending - Safer Neighbourhoods	J Davidson/A Batty	50,000	50,000	0	0.00	50,000	50,000	0	24.09.20 Safer Neighbourhoods Funding
S95250	Communal Lighting	M Carman	20,000	20,000	6,497	0.00	13,503	20,000	-0	13.10.20 Three street lights identified for replacements.
S95252	Flood Defence Systems	D Bamford	10,000	10,000	0	0.00	10,000	10,000	0	
S95253	Play Areas	L Powell	20,000	0	0	0.00	0	0	0	04.08.20 Spend due to occur at the back end of the financial year. Agreed to add additional equipment at Cherry Holt. 13.10.20 Current vandalism being dealt with from revenue - reactive repairs. 16.12.20 reprofile budget to 21/22 in order to arrange improvements and additions in the new financial year.
S95254	Estate Remodelling	D Roxburgh	65,000	65,000	9,218	11,381.00	44,401	65,000	0	13.10.20 fencing works across the district.
S752	ENVIRONMENTAL WORKS		565,000	545,000	15,715	11,381.00	517,904	545,000	0	
S97100	ASBESTOS	A Hayward	0	0	0	0.00	0	0	0	
S97115	Asbestos Surveys	A Hayward	30,000	30,000	7,268	23,595.66	-864	30,000	-0	04.08.20 surveys continued through lockdown due to essential services 15.10.20 surveys are progressing. 09.12.20 Due to review with compliance team.
S97116	Asbestos Removal	A Hayward	20,000	20,000	10,004	9,995.80	0	20,000	0	04.08.20 removals started in May. 15.10.20 ongoing.
S771	ASBESTOS		50,000	50,000	17,272	33,591.46	-864	50,000	-0	
S97200	FIRE SAFETY	J Knowles	50,000	50,000	3,341	4,203.00	42,456	50,000	0	
S97218	Fire Risk Assessments	J Knowles	150,000	150,000	0	0.00	150,000	150,000	0	04.08.20 works completed on receipt of risk assessment reports. 13.10.20 out to tender at the moment, due back late Oct.
S772	FIRE SAFETY		200,000	200,000	3,341	4,203.00	192,456	200,000	0	
S97300	DDA IMPROVEMENTS	L Powell	17,531.00	17,531.00	17,531	0.00	0	17,531	0	04.08.20 Completed work at Burton Court. Accessible Kitchens being carried out at Community Centres. All budget will be spent. 13.10.20 works at comm centres finished. Remaining budget is required for a stairlift. 09.12.20 work planned for this year complete.
S773	DDA IMPROVEMENTS		17,531	17,531	17,531	0.00	0	17,531	0	
S97400	DISABLED ADAPTATIONS	L Powell	0	0	0	0.00	0	0	0	

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S97416	Major Adaptations	L Powell	430,000	430,000	205,489	223,580.54	930	430,000	0	04.08.20 only external works carried out due to lockdown. It is expected that this budget will be fully spent due to the level of referrals. 13.10.20 upward trend on referrals. 09.12.20 161 referrals completed 108.
S97417	Minor Adaptations	L Powell	30,000	30,000	10,095	19,905.01	0	30,000	0	04.08.20 until the end July contractor was only carrying our emergency work. Still expect to fully spend budget due to referrals. 13.10.20 spend on target. 09.12.20 179 referrals, completed 157.
S97418	Adaptation Stair Lift/Ho	L Powell	42,469	42,469	29,969	12,499.62	0	42,469	0	04.08.20 committed full budget. 13.10.20 spend increased on anticipated due to some specialist stairlifts being installed where staircase has a turn in it. 09.12.20 11 Stairlifts and 6 Hoists put in so far.
S774	DISABLED ADAPTATIONS		502,469	502,469	245,554	255,985.17	930	502,469	0	
S97500	LEGIONELLA	A Tutty	30,000	30,000	0	0.00	30,000	30,000	0	04.08.20 Surveys due to start again during August. Works will be carried out following reports. 13.10.20 Work started on works following surveys.
S791	UNALLOCATED FUNDING		30,000	30,000	0	0.00	30,000	30,000	0	
S99100	PROPERTY INVESTMENT CONTINGENCY	M Carman	50,000	50,000	0	0.00	50,000	50,000	0	
S99102	Housing Capital Fees	M Carman	378,800	378,800	0	0.00	378,800	378,800	0	
S791	UNALLOCATED FUNDING		428,800	428,800	0	0.00	428,800	428,800	0	
	PROPERTY INVESTMENT		5,663,800	5,643,800	1,444,534	2,292,216	1,422,997	5,159,747	-484,053	
AFFORDABLE HOUSING										
SA1030	HRA Site Development	K Shutt	0	0	0	1,200.00	-1,200	0	0	
SA1031	Site Acquisition (Inc RTB)	K Shutt / J Sanderson	2,038,529	780,000	0	750.00	779,250	780,000	0	10.08.20 Three sites currently being investigated. 13.10.20 hoping to finalise the three sites by the end of the financial year. Also investigating another site. 08.12.20 Northgate site transfer completed on 4.12.20 work to start on hording w/e 11.12.20. other acquisitions to take place in the latter months of the financial year reprofile remaining budget.
SA1032	New Build Programme	K Shutt	0	0	6,775	23,516.98	-30,292	-0	-0	14.10.20 expenditure to be recoded to specific clusters.
SA1033	Estate Regeneration	C Clarkson	1,085,430	1,085,430	289,499	179,845.90	616,085	1,085,430	-0	10.08.20 Heads of terms and consultants appointment to deliver enabling works agreed. Continued work to around funding.
SA1034	Former ASRA Properties	C Clarkson	1,074,579	1,074,579	594,861	0.00	479,718	1,074,579	0	10.08.20 due to delays additional consultation underway with PA tenants with a view to complete Q3.
SA1047	New Build Contingency	K Shutt	109,802	109,802	0	0.00	109,802	109,802	-0	
SA1048	Boughton Extra Care	K Shutt	5,967,605	6,567,605	3,291,147	1,572,896.00	1,703,562	6,567,605	-0	10.08.20 back on site but currently only at 70-80% capacity. PC due March/April 2021, then fit out early June. 13.10.20 still on programme. 08.12.20 will be ready and fit out for being passed to T&E for June.
SA1050	Phase 2 Cluster 1 - Coddington	K Shutt	0	0	-41,885	48,314.41	-6,429	0	0	10.08.20 retention due by February 2021 08.12.20 end of defects inspection in December. Retention due anytime.
SA1051	Phase 2 Cluster 1 - 1-4-1 Coddington	K Shutt	0	0	-26,657	37,156.29	-10,500	-0	-0	10.08.20 retention due February 2021 08.12.20 end of defects inspection in December. Retention due anytime.
SA1052	Phase 2 Cluster 2 - Southwell	K Shutt	0	0	-8,664	8,673.39	-10	-0	-0	10.08.20 retention due November 2020 08.12.20 end of defects inspection in December. Retention claim due anytime.
SA1053	Phase 2 Cluster 3 - Hawtonville	K Shutt	152,307	152,307	84,782	14,722.35	52,803	152,307	0	10.08.20 three sites, retention due in September, final site retention won't be due until 2021/22. 08.12.20 Practical was in reached in June. Retention is being held for 12 months.

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.11.20)	Revised Budget including Variations for Approval	Actuals to end of November	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
SA1054	Phase 2 Cluster 3 - 1-4-1 Hawtonville	K Shutt	-0	-0	-15,554	127,876.73	-112,323	-0	-0	10.08.20 retention due January 2021 08.12.20 end of defects inspection in December. Retention due anytime.
SA1055	Phase 2 Cluster 4 - Sherwood	K Shutt	0	0	-22,053	24,396.78	-2,344	0	0	10.08.20 retention due February 2021 08.12.20 end of defects inspection in December. Retention due anytime.
SA1060	Phase 3	K Shutt	0	0	113,826	147,992.96	-261,819	-0	-0	10.08.20 subject to planning approval, 28 further units being progressed. In qrt 2. Sites are quite complex, causing delays compounded by COVID-19 rephase £1.5m budget into 2021/22. 16.10.20 ready to set up the new final clusters in this phase now, with sites being passed over to contractor. Therefore will need to distribute costs accordingly to SA1061-SA1064.
SA1061	Phase 3 - Cluster 1 Stand Alone	K Shutt	1,013,067	1,069,158	988,240	24,827.75	56,091	1,069,158	0	10.08.20 progressing - 4 sites, 8 units 4 week extension due to lockdown. Due for completion between August and October. 13.10.20 3 sites completed, 4th due end of November.
SA1062	Phase 3 - Cluster 2 Various	K Shutt	1,594,000	1,634,308	1,078,169	470,492.53	85,647	1,634,308	0	10.08.20 progressing - 4 sites, 9 units started on site in May/June. Due for completion between March/April 2021.
SA1063	Phase 3 - Cluster 3	K Shutt	1,699,298	1,870,000	43,217	1,556,782.52	270,000	1,870,000	0	
SA1064	Phase 3 - Cluster 4	K Shutt	2,200,000	706,000	0	0.00	706,000	706,000	0	08.12.20 expecting to Start on the first site in Jan 21.
SA1070	Phase 4	K Shutt	1,700,000	0	2,772	0.00	-2,772	0	0	10.08.20 pre planning work on phase 4 is being carried out now. 13.10.20 subject to planning permission, will be onsite before the end of March.
SA1071	Phase 4 Cluster 1 Fire Station	K Shutt	0	700,000	0	0.00	700,000	700,000	0	08.12.20 First cluster of phase 3 due for start on site in Jan 21.
SA1080	Phase 5	K Shutt	0	0	0	0.00	0	0	0	10.08.20 Land acquisitions will ensure delivery of phase 5.
SA3001	Ollerton Local Office Refurbishment & Repurpos	J Baker	50,000	50,000	0	0.00	50,000	50,000	0	
SC2000	Careline Analogue to Digital	S Hartley-Hill	80,540	80,540	0	0.00	80,540	80,540	0	
	SUB TOTAL AFFORDABLE HOUSING		18,765,157	15,879,729	6,378,475	4,239,445	5,261,809	15,879,728	-0	
	TOTAL HOUSING REVENUE ACCOUNT		24,428,957	21,523,529	7,823,009	6,531,661	6,684,806	21,039,476	-484,053	

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: Garden Recycling Service

Appropriate Committee: Leisure & Environment

Details of Item

Members will be aware that during the financial year 19/20 Environmental Services adopted the Garden Recycling service for the entire district. During the business case, figures were put into budget forecasts suggesting that the annual charge for each container was to be £35, this was subsequently actioned and has been the annual charge for the current financial year.

The business case also forecasted future income and the annual charge indicated for the financial year 21/22 was proposed to be £37 per container.

As everyone is aware the beginning of the garden recycling collection provision was interrupted by the first lock down through Covid 19 and following many complaints communications were put out by the authority that promised a reduction in charge for the 2021/22 financial year in recompense. This also encouraged customers to remain a subscriber rather than cancel. This saved a huge amount of time and effort on behalf of many areas of the council that were getting involved in cancellations/refunds.

During the latest submission of the council's Fees & Charges document the Business Manager-Environmental Services had to submit the annual charge for the service @£37 as that was the only agreed price at the time. A note was put on the item to remind members of the earlier pledge which indicated the reduction.

However due to the timings of the next round of committee meetings, the service needs to bring forward the decision to authorise the reduction to allow marketing to take place prior to the usual sign up dates, to allow the renewal letters to be formatted but more importantly to allow time for the ESB software, that administers the charges to be altered.

It should also be noted that due to the software restrictions (that can only administer one level of charge at a time) and the fact that this is an ideal time to push for more customers it is

proposed that we offer a one-off £30 introductory offer to everyone and not just residents who were subscribers during the original service reductions.

Equalities Implications

None apart from the fact that all subscribers will receive the same charge

Financial Implications (FIN20-21/1413)

The 2021/22 income budget for garden waste was projected to be £500,310 in the current Medium Term Financial Plan (MTFP). This is based on 13,522 bins at £37 each. However, customer numbers have increased more than we estimated, and the budget for 2021/22 is now based on 16,754 bins. If the price is reduced to £30, income is projected to be £502,620. The reduction in price does not adversely affect the MTFP, there will actually be a slight increase in income. The increase in bin numbers covers the reduction in price.

Decision

Reason for Decision

Members Consulted:

Roger Jackson Agreed 17 December 2020
Neil Misson Agreed 21 December 2020
Yvonne Woodhead Agreed 21 December 2020
David Lloyd Agreed 21 December 2020
Keith Girling Agreed 21 December 2020
Paul Peacock Agreed 21 December 2020

Signed

A handwritten signature in black ink, appearing to be 'acj', written over a horizontal line.

Date 21 December 2020

Forward Plan of the Leisure & Environment Committee Decisions from 19 January 2021 to 22 March 2022

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
19 Jan	Public Space Protection Order Vicar Water Country Park	alan.batty@newark-sherwooddc.gov.uk
19 Jan	Active4Today Final Business Plan and Performance (up to end Nov - part Q3)	andy.hardy@newark-sherwooddc.gov.uk
19 Jan	Public Health/Active Notts Physical Insight Project	andy.hardy@newark-sherwooddc.gov.uk helen.ellison@newark-sherwooddc.gov.uk
18 March	Clinical Commissioning Group (CCG) Update regarding how their work is affecting the District	andy.hardy@newark-sherwooddc.gov.uk helen.ellison@newark-sherwooddc.gov.uk
18 March	Hawtonville Community Centre and Reach Update and Lease Arrangements	andy.hardy@newark-sherwooddc.gov.uk
16 March	Quarter 3 2020/21 Performance Report	Natalie.cook@newark-sherwooddc.gov.uk ; tracey.allen@newark-sherwooddc.gov.uk
18 March	Mental Wellbeing – presentation from Charitable/Voluntary Group.	helen.ellison@newark-sherwooddc.gov.uk
18 March	YMCA Community and Activity Village Update	andy.hardy@newark-sherwooddc.gov.uk
22 June	N&S Health & Wellbeing Partnership Plan – Delivery Update	andy.hardy@newark-sherwooddc.gov.uk helen.ellison@newark-sherwooddc.gov.uk
22 June	Physical Activity and Sports Plan 2018-2021 – Year end update	andy.hardy@newark-sherwooddc.gov.uk
22 June	Quarter 4 2020/21 Performance Report	Natalie.cook@newark-sherwooddc.gov.uk ; tracey.allen@newark-sherwooddc.gov.uk
21 Sept	Quarter 1 2021/22 Performance Report	Natalie.cook@newark-sherwooddc.gov.uk ;

		tracey.allen@newark-sherwooddc.gov.uk
16 Nov	Quarter 2 2021/22 Performance Report	Natalie.cook@newark-sherwooddc.gov.uk ; tracey.allen@newark-sherwooddc.gov.uk
22 March 2022	Quarter 3 2021/22 Performance Report	Natalie.cook@newark-sherwooddc.gov.uk ; tracey.allen@newark-sherwooddc.gov.uk

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted