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Monday, 17 January 2022

**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 P Harris
Councillor Mrs L Hurst
Councillor J Kellas
Councillor B Laughton
Councillor J Lee
Councillor L Goff**

MEETING: Leisure & Environment Committee

DATE: Tuesday, 25 January 2022 at 6.00 pm

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

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

If you have any queries please contact Catharine Saxton on catharine.saxton@newark-sherwooddc.gov.uk.

AGENDA

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Confidential and Exempt Items

There are none.

16. Exclusion of the Press and Public

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

Agenda Item 4

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Leisure & Environment Committee** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Tuesday, 16 November 2021 at 6.00 pm.

PRESENT: Councillor R Jackson (Chairman)

Councillor L Brailsford, Councillor S Carlton, Councillor M Cope, Councillor D Cumberlidge, Councillor P Harris, Councillor Mrs L Hurst, Councillor J Kellas, Councillor J Lee and Councillor T Wildgust (substitute).

ALSO IN ATTENDANCE: Councillor L Goff

APOLOGIES FOR ABSENCE: Councillor N Mison (Vice-Chairman) and Councillor Mrs Y Woodhead (Committee Member)

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

Councillor S. Carlton declared an Other Registerable Interest in Agenda Item No. 6 – Update on A4Today's Recovery, as he was a Council appointed Director for Active4Today.

Councillor P Harris declared an Other Registerable Interest in Agenda Item No. 6 – Update on Active4Today's Recovery, as he was a Southwell Leisure Centre Trustee.

The Business Manager – Financial Services declared an Other Registerable Interest in Agenda Item No. 6 – Update on Active4Today's Recovery, as he was a Council appointed Board Member for Active4Today.

30 DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

NOTED that the Council would undertake an audio recording and live streaming of the meeting.

31 MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2021

AGREED that the Minutes of the meeting held on 21 September 2021, be approved as a correct record and signed by the Chairman.

32 CHAIRMAN'S REPORT

The Chairman provided an update to the Committee on the developments that had taken place within the Committee's remit since the last meeting held on 21 September 2021.

The Chairman reported that it was pleasing to note that a recovery was underway within Active4Today, as it recovered from the challenges of the past 20 months.

The membership base was now at 80% of what was pre-Covid, after stubbornly staying about 30% down since the centres were able to re-open earlier that year. In addition, Southwell Leisure Centre was now also being run by Acvtive4Today, after the transfer was completed on 1 October. The Chairman commented that he was confident that the Council was on the road to recovery, even though the costs associated with running the centres continued to be higher into next year than they were pre-Covid. He commented that when he was the portfolio holder for leisure and culture, he could remember the leisure centres costing around £1-million a year. Pre-Covid the costs were reduced to around £250,000 and that was where the Chairman wanted it to return to or lower, over the medium term.

At the last Leisure and Environment Committee meeting, the Committee received an update on the National Waste and Resources Strategy, which was being wrapped up in the new Environment Bill. When first published in December 2018, the National Waste and Resources Strategy proposed widespread changes to the recycling landscape, including standardised and separate kerbside collection of a range of materials. The Environment Act was last week approved by Parliament, meaning the legislation was now law and ministers had the power to introduce a range of waste reforms. However, the line from government was that DEFRA was still working on responses to a number of consultations on the changes, which remained live until next year. As such, there wasn't a detailed description about what the exact requirements would be or crucially how the new burdens would be funded. As soon as information became available, colleagues would produce a report for committee consideration.

The Committee were informed of the significant growth that had happened in the garden recycling service since the service was brought back in house on 1 April 2020. Due to some minor disruption at the height of the covid response, a decision was taken to offer the service at the discounted rate of £30 in 2021. That price was due to increase next year but given the growth in the service and the Council's recycling rate as a result, a report had been requested to be brought to the January 2022 committee for Member consideration about future pricing. At the September's Leisure and Environment Committee meeting, a report on the Council's Climate Strategy and Action Plan and the progress that had been made in delivering it was considered. The Committee was also informed of the Council's first two electric vehicles, which were being driven by the Community Protection team. This small scale pilot would enable the Council to better understand the opportunities and challenges in operating electric vehicles, ahead of the phasing out of new, petrol and diesel powered vehicles from 2030. In addition, a report would also be presented to the Council's policy and finance committee in November, recommending the Council invested in a range of photovoltaic panels at a number of council assets, including the leisure centres in Newark, Southwell and Ollerton, which were amongst the Council's principle sources of carbon emissions.

It was reported that since the last meeting, the Council had also continued to make excellent progress in their work to make Newark and Sherwood cleaner. At the start of November, the council and its partners undertook a Day of Action in Clipstone which was very well received by the community. Over the course of the day, more than ten tonnes of waste and litter was removed.

It was further reported that Newark town centre had won an award from East Midlands in Bloom, which was the Highest Achievement Level for the area of the Wharf. The Chairman thanked all involved with that project including the streetscene team.

At the last Committee it was agreed to enter into a one-year pilot with a waste enforcement company called WISE. The company started work on Monday, 25 October 2001 and since that time they had issued 354 fixed penalty notices for littering and dog fouling as of Friday, 12 November 2021.

33 UPDATE ON A4T'S RECOVERY

The Committee considered the report presented by the Health Improvement & Community Relations Manager which sought to provide Members with an update of Active4Today (the Company) for the period 12 April to 31 October 2021 following the sustained impact of Covid on the Company's operations.

It was noted that the business focus of A4T was on rebuilding the membership base to what it was pre-pandemic and that continued to be the priority. Good progress had been made as outlined in the Appendix A to the report, which set out the performance of A4T and its recovery activities over the period 12 April to 31 October 2021.

Given the unprecedented impacts of the virus and the disruption caused to the leisure offer the current performance indicators as outlined in Appendix B to the report showed the comparison of current data against the corresponding period in October 2019 (pre-pandemic) and October 2020 in order to demonstrate the current position in respect of memberships and user figures. In addition to centre based activities, the Sports Development Team had started to re-engage with community partners such as schools, health and sporting organisations and was making good progress in terms of assisting in the regeneration of projects and activities to encourage wider participation in physical activity and sport and further details were provided in Appendix C to the report.

The report highlighted the membership position since the centres re-opened in April 2021 and showed a positive uplift in all areas of membership generally. In addition Southwell Leisure Centre memberships were now included in the data following the successful transfer of its management function to A4T with effect from 1 October 2021. As at 31 October 2021 of the 9,608 live members currently paying a direct debit membership, there were approximately 112 who had frozen their memberships for either medical reasons or financial reasons in line with the Freeze Policy.

On the current live membership base of A4T, it was now operating at 80% of live members against pre-Covid numbers primarily due to its efforts to maintain its relationship with members which had proved to be a successful strategy. After reviewing national industry performance and data available from Sport England and UKActive, the membership nationally was averaging around 55%, which was significantly lower than the position with A4T. Although users were down as expected the improving membership base and a gradual return to business as usual across all

aspects of the leisure offer participation rates were growing and during the period 12 April to 31 October 2021, user visits across all sites reached 468,237 which was encouraging with notable examples such as the increase in users and memberships at the Dukeries following the opening of the new swimming pool.

The report provided the current income and expenditure financial summary of the Company and showed the original, revised and profiled budgeted income and expenditure up to period 7 October, set against actual income and expenditure for the same period.

The budget would be subject to further revisions throughout the year, as a result of the lower than expected starting position of the membership. This was significant for A4T, as the budget for 2021 – 2022 was based on a higher membership and income target starting point. However, conversely expenditure would also continue to be revised as savings (especially in salaries) work through the finance. However, currently the forecast to year end was looking more favourable and it was estimated that the anticipated deficit of £840K would reduce by £98K.

At the time of transfer Southwell Leisure Centre's original forecasted budget for the 2021-2022 financial year had estimated a deficit at year end of approximately £230k. However, having revised the current budget and reviewed all staffing, programming and membership income, A4T had forecasted a new budget position, which now showed a deficit of circa £125k, an estimated saving over the original budget of approximately £105k. Over the next several weeks the remaining processes undertaken at Southwell would be investigated and integrated into A4T, with the revised budget position being used to develop a budget for the site, in readiness for the 2022-2023 financial year.

As part of the Company's work to rebuild its operations and membership base to levels which it experienced pre-Covid, the Company had successfully launched the new swimming pool at the Dukeries Leisure Centre. Since the opening of the facility, memberships for both adults and children had increased steadily and sessions included swimming lessons, laned swimming, parent and toddler sessions and fun swims with an inflatable for the younger swimmers of the community.

A Member commented on the closure of LA Fitness and whether the Council's leisure facilities could be advertised more as a few members of the public had commented on the limited service the leisure centres provided for them.

The Managing Director Active4Today confirmed that forty of the LA Fitness (Sports Direct) customers had signed over to Active4Today. A corporate deal had also been achieved by Active4Today with some Sports Direct customers where this was appropriate and consistent with A4T's current scheme.

A Member asked whether people living in social housing were being encouraged to use the leisure facilities. The Managing Director confirmed that primary users had been actively targeted first. Various targets were being reviewed to engage with customers that were less likely to engage in fitness. Targeted work was being undertaken in Ollerton and concessionary prices were being offered. Bursaries were

also being made available for young people across the district.

The local Ward Member for Ollerton commented on the pool at Ollerton being a wonderful asset and asked whether there was anything that could be done to encourage customers to become members rather than paying for one off use of the pool. The Managing Director confirmed that customers were encouraged to pre-book swimming, in order to ensure capacity levels and an enjoyable experience. 95% of customers were buying membership on-line, a call centre had also been developed which was able to deal with general queries.

The Committee was also informed of the Changing Places funding scheme that had been pursued for the Dukeries, which offered suitably accessible changing facilities and specialist equipment for severely disabled people. The space configuration available at the Dukeries leisure centre was not to the required standard to secure MHCLG grant funding for the CPT scheme, however that space was being designed to accommodate some equipment. A report regarding the Changing Places proposals and associated costs would be brought to a future meeting of the Committee. A Member commented that funding may be available through Nottinghamshire County Council if there was a need for adults with learning difficulties, with joint funding through Social Care.

AGREED that:

- (a) the Active4Today progress report for year to date be noted;
- (b) the ongoing impacts of Covid on the Company's performance be closely monitored and proposals to support the Company through the pandemic be brought to future meetings of the Committee; and
- (c) the proposed Key Performance Indicators for Membership and Usage for year to date 2021/22 (Appendix B) be noted.

34 BUDGET MONITORING REVENUE AND CAPITAL OUTTURN REPORT

The Committee considered the report presented by the Business Manager Financial Services which compared the Revised Budgets for the period ending 31 March 2022 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; and Capital Programme.

The current position for the Council was a favourable variance outturn against usable reserves of £0.188m. 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.

The forecast outturn position for the Leisure & Environment Committee was a favourable variance of £0.124m. Appendix A of the Policy and Finance Committee report, which was appended to the report, contained the main reasons for this

variance, whilst Appendix B summarised the changes in variance between the report and the previous report.

It was noted that the projected outturn variances were still somewhat indicative, and that those would become more accurate in subsequent months, as officers continued to refine budgets and forecasts in light of the latest information available.

AGREED that the content of the report be noted.

35 COMMUNITY PLAN PERFORMANCE REPORT

The Committee considered the report presented by the Director of Customer Services and Organisational Development, which presented the year to date performance report covering Q1 and Q2 (April to September 2021). The Committee were asked to review and comment on the Community Plan Performance report attached as appendix one to the report and note the RIPA and Ombudsman reports (appendices 3 and 4) to the report.

Quarter 1 had not been reported to Committee as the development of the new style of reporting was underway. Instead a year to date (combined quarter 1 and quarter 2) report had been developed and was attached as appendix one.

It was noted that this report measured performance against the updated Community Plan (as refocused by the Policy and Finance report on 23.09.21) and as such the performance would capture activities not currently mentioned in the Community Plan such as the Levelling Up Fund.

A Member sought clarification regarding the following:

- (i) How many new homes are carbon neutral? And how many are off gas (non gas boilers).
- (ii) 3 fixed CCTV cameras updated to evidential quality, how many more aren't evidential quality?
- (iii) What action had been taken to facilitate intermodal interchange with bus companies and what has happened?
- (iv) Considering our quarter 1 performance shouldn't we revisit our recycling target? Especially as our target is one of the lowest in the country.

The Director of Communities and Environment confirmed that this would be considered for the next year's target.

- (v) The housing repairs end to end time for all reactive repairs, the target was 6 days and we were performing at 27 days at the moment, why?

The Transformation Manager confirmed that the Covid 19 Pandemic had impacted on the repairs response rate, as only major works had been undertaken to minimise the number of maintenance staff entering tenant's homes and reduce the risk of

infection. It was confirmed that the end to end time should reduce as work began to get back to normal. A written answer would be circulated after the meeting to Members of the Committee for the other questions raised.

A Member commented that past achievements such as the compost bin scheme should be included in the achievement data. The Chairman commented that whilst the Council needed to do as much as they could regarding recycling, in terms of the recycling bin the district was limited as to what could be recycled due to the contract in place with Veolia and what they would take.

The local Ward Member for Edwinstowe and Clipstone thanked Officers for delivering the recent day of action in Clipstone and commented that the key element was to create a lasting legacy.

The local Ward Member for Southwell commented that there was an error within the report, the day of action for Southwell was March 2022 and not October as stated.

AGREED that:

- (a) Members review the Community Plan Performance report attached as Appendix 1;
- (b) the RIPA and Ombudsman reports (Appendices 3 and 4 to the report), be noted; and
- (c) Written answer be provided to Members of the Committee regarding the questions raised.

36 FORWARD PLAN (DECEMBER 2021 TO NOVEMBER 2022)

The Committee considered the Forward Plan for the Leisure & Environment Committee for the period 1 December 2021 to 30 September 2022 and were encouraged to submit any areas of work they wanted to address for the forthcoming year.

AGREED (unanimously) that the Forward Plan be noted and that the following items be added:

- (i) New Waste Strategy, information from Defra to be reported to a future meeting;
- (ii) Green waste recycling and Glass collection; and
- (iii) Active4Today's Business Plan.

Meeting closed at 6.55 pm.

Chairman

LEISURE AND ENVIRONMENT COMMITTEE

25 JANUARY 2022

PROPOSAL FOR A PUBLIC SPACE PROTECTION ORDER – CONTROL OF FLY TIPPING ON DEERDALE LANE/EAKRING ROAD

1.0 Purpose of Report

For Committee to consider the case for a Public Space Protection Order to control the extensive fly tipping on Deerdale Lane and Eakring Road and to open a consultation exercise for the making of an Order

2.0 Background Information

- 2.1 The depositing of unwanted waste (fly tipping) has been a long term problem within Sherwood Forest and particularly on the immediate area adjacent to Deerdale Lane/Eakring Road. This is a designated highway that links the A60 from close to the Limes Café to Oak Tree Lane in Mansfield. Although classed as a highway the road is unmade for the majority of its length and is virtually impassable in places without the use of an off road vehicle. The nature of the road surface leads to very little traffic using the road and that, along with its isolated location, lends itself to fly tipping. A map showing the location of the road is attached as Appendix One
- 2.2 The fly tipping that takes place ranges from small deposits of household waste to large deposits of trade waste. This is also a location for the dumping of abandoned and/or stolen vehicles. In order for Members to understand the nature of the problem a number of photographs taken along the road are attached as Appendix 2. These photographs were taken on two separate occasions and they demonstrate the level of fly tipping.
- 2.3 It can be seen from some of the photographs that burning of the fly tipped waste is a common occurrence. It is not known whether this is carried by those responsible for tipping the waste or as secondary fires. Either way it adds to the destruction of the local environment and adds another level of antisocial behaviour that requires control.
- 2.4 The problem is a challenge, due both to the level of fly tipping and the inaccessible nature of the tipping. As stated above the road is in really poor condition and that makes access for the council's vehicles to remove the fly tipping a real problem.
- 2.5 The area around Deerdale Lane /Eakring Road is used by many visitors to the Sherwood Forest and the level of fly tipping detracts from the natural beauty of the area but also poses a risk to walkers, horse riders and cyclists.
- 2.6 As Members will be aware the 'Not in Newark and Sherwood' campaign is a multifaceted approach to flytipping using a range of actions and interventions to address this problem. Each problem area or issue is assessed and the most appropriate course of action is then implemented. This can range from the use of CCTV, publicity campaigns, fixed penalty notices and land use restrictions.

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 address specific antisocial behaviours in a geographically defined area.
- 3.2 The power to make an Order rests with local authorities, in consultation with the Police and other relevant bodies who may be affected.
- 3.3 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.
- 3.4 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.
- 3.5 It is important to note that any all PSPOs 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 and Police in relation to the number of incidents in each area, would support Orders being made.
- 3.6 The majority of land around Deerdale Lane/Eakring Road is managed by the Forestry Commission. A number of meetings have taken place between officers of the Council and the Forestry Commission. Detailed discussions concerning the implementation of a PSPO have taken place and the Forestry Commission have expressed their support for the proposals.
- 3.7 Discussions have also taken place with Nottinghamshire police and the local beat sergeant has expressed his support for the PSPO.
- 3.8 Members may recall that 'Gating Orders' have been used to close access to certain public rights of way where the behaviour of some has been anti-social. A Public Spaces Protection

Order can be used to restrict access to a public right of way. However, when deciding on the appropriateness of this approach, the council must give consideration to the following:

- Should access be restricted? A number of rights of way may not be restricted due to their strategic value.
- What impact will the restriction have? For instance, is it a primary means of access between two places and is there a reasonably convenient alternative route?
- Are there any alternatives? Previously gating was the only option, but it may be possible under a Public Spaces Protection Order to restrict the activities causing the anti-social behaviour rather than access in its totality.

3.9 As set out in the detailed proposals below a full consultation exercise with all relevant parties will be undertaken and the questions posed above will be considered.

4.0 Proposals

4.1 The options for controlling fly tipping in this location are limited. The ability to monitor the area and to catch fly tipping taking place is difficult due to the nature of the terrain and the isolated nature of the area. In the vast majority of cases there is no evidence of where the waste has originated from, therefore no follow up investigation can be undertaken.

4.2 As set out above, a PSPO can be used to restrict access and therefore, it is proposed that a PSPO both limiting the use and physically restricting access to Deerdale Lane/Eakring Road should be implemented. It is proposed that there will be a physical barrier blocking vehicle access. Provision will be made for cyclist, horse riders and pedestrians. The location of the proposed physical barrier is shown by the X on the map at Appendix one.

4.3 The proposed wording of the PSPO is set out below:

Except as provided in exemptions below, any person travelling by motor vehicle or motor cycle, as defined under section 185 of the Road Traffic Act 1988, quad bike or mini moto, shall cease to have the right to use as public right of way at all times on each and every day any part of the highway in the restricted area.

This order authorises the installation, operation and maintenance of barriers for enforcing the restriction.

The responsibility for the maintenance of the barriers in the restricted area will lie with Newark and Sherwood DC

Exemptions

Nothing in the order will apply to:

- a. A person who occupies any of the premises adjoining or adjacent to the restricted area;
- b. A person whose only means of access to a dwelling is via the restricted area;
- c. A person whose only or principal means of access to premises used for business or recreational purposes is via the restricted area to be allowed access during periods when the premises are normally used for those purposes.

- d. The Police, Fire and Ambulance Service acting in pursuance of their statutory powers or duties.
- e. The council undertaking a statutory duty under or in connection with maintenance work or other function of the council.
- f. Any statutory undertaker, provider of gas, electricity, water services or communications provider requiring access to their apparatus located in the restricted are

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

Mansfield District Council
NSDC ward councillors
Local Parish Council
Nottinghamshire Police
Nottinghamshire Fire and Rescue
Nottinghamshire County Council Highways
Members of the Public
Forestry Commission
Office of the Police and Crime Commissioner

4.5 In the case of Orders restricting access over public highways (eg through the installation of gates), the Act sets out specific additional requirements for the consultation process. The council must notify those who may be potentially affected by the Order, let them know how they can see a copy of the PSPO proposals and when they need to submit any responses, and is required to consider any representations made. Consideration should also be given to the effect of the restrictions on occupiers of premises adjacent to or adjoining the highway, on other people in the locality and, where this is a through route, whether a reasonably convenient alternative is available. These considerations should include, for example, access for emergency services or utility companies.

4.6 A further report outlining all the consultation responses will be brought to Committee prior to any order being finalised.

5.0 Equalities Implications

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

5.2 Any enforcement of the PSPOs 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

- 7.1 The PSPOs will be required to be advertised once they are made. The existing A11135 budget will be used for this purpose.
- 7.2 Signage setting out the controls in place will need to be distributed across each area. Existing budgets will be used for this.
- 7.3 A budget for the provision of target hardening works at various sites across the district has already been agreed and it is considered appropriate that this budget is used to cover the expenditure of the physical barrier.
- 7.4 PSPOs can be enforced by the use of fixed penalty notices. It is not anticipated that any significant income will be generated by this activity.

8.0 Community Plan – Alignment to Objectives

- 8.1 The objectives that this report is relevant to, they are:
- Reduce crime and anti-social behaviour and increase feelings of safety in our communities
 - Continue to maintain the high standard of cleanliness and appearance of the local environment
- 8.2 The creation and enforcement of the PSPOs as proposed will assist in the delivery of these element of the Community Plan.

9.0 RECOMMENDATION

Members are asked to:

- (a) support the proposal to consult on the PSPO for Deerdale Lane/Eakring Road;**
- (b) agree the draft terms of the PSPO as set out in Paragraph 4.3;**
- (c) agree the list of consultees as set out in paragraph 4.4; and**
- (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 fly tipping on land adjacent to Deerdale Lane/Eakring Road

Background Papers

Anti-Social Behaviour, Crime and Policing Act 2014.

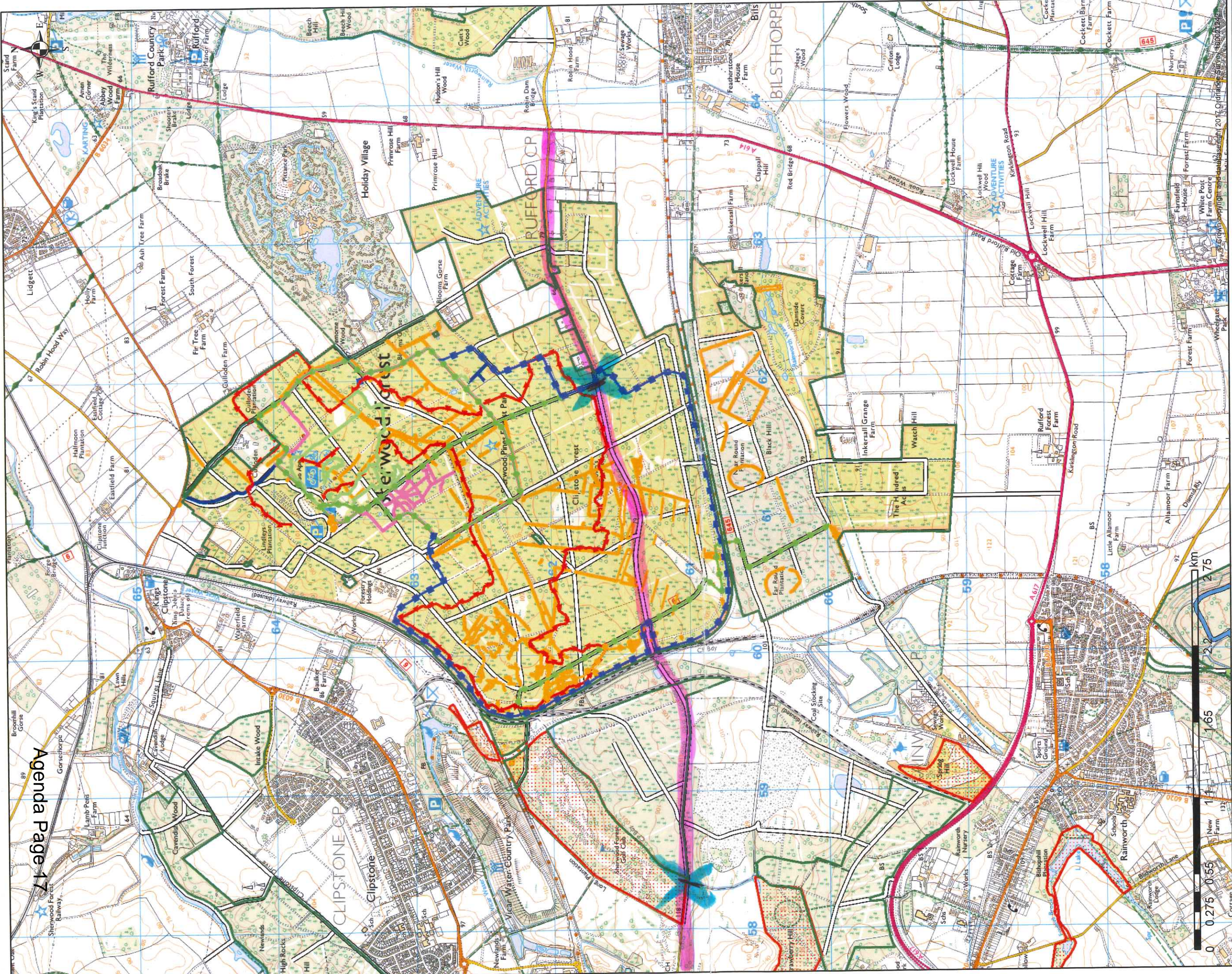
Public Spaces Protection Orders - Guidance for councils

LGA 2020

For further information, please contact Alan Batty ext. 5467.

Matthew Finch

Director - Environment and Communities



Title: **Sherwood Pines Recreation Rout**

Date: 8 November 2017

Author: Valerie Coulton

Scale @ A3: 1:25,000



	Blocks		Other		Cycling - Difficult (Red)		Sites of Special Scientific Interest (SSSI) (Eng.)
	Equestrian		Walking - Easy		Cycling - Severe (Black)		Heritage Features
	Forest Drive		Walking - Moderate		Cycling - Bike Park (Orange)		Roads
	Running		Walking - Difficult		Cycling - Forest Road or Similar		
	Huskies		Cycling - Easy (Green)				
	Emergency Services		Cycling - Moderate (Blue)				
	Rally						







LEISURE AND ENVIRONMENT COMMITTEE

25 JANUARY 2022

REVIEW OF PUBLIC SPACE PROTECTION ORDERS AND THE CONTROL OF DOGS

1.0 Purpose of Report

For Committee to consider the three year review of Public Space Protection Orders as they relate to the control of dogs across Newark and Sherwood.

2.0 Background Information

2.1 In 2014 the Antisocial Behaviour Crime and Policing Act 2014 introduced a new power, enabling Local Authorities to declare Public Space Protection Orders to promote responsible behaviour and restrict behaviour that is Anti Social in our parks and other open spaces. Any behaviour can be restricted on any land, which is publically accessible with or without payment. There is no longer prescribed wording allowing a more flexible approach to their declaration which must be proportionate and aimed at addressing a specific problem behaviour in a geographically defined area. The Act also provided for all existing Dog Control Orders to automatically convert to Public Space Protection Orders on the 1st October 2017, but guidance also required that the Dog Control Orders should be reviewed at this point too.

2.2 In 2018 the Leisure and Environment Committee agreed a number of Public Space Protection Orders which have now been in place for three years and therefore are required to be reviewed. The PSPOs agreed were:

1. The Fouling of Land by Dogs – District Wide
2. The Dogs on Leads by Direction - District Wide
3. The Dogs on Leads - specified areas
4. The Dogs Exclusion Areas – specified areas
5. Allowing a dog to be out of control when exercised – specified areas

2.3 All Parish and Town Councils have been consulted on the current controls and asked to consider if they are still relevant and appropriate. The councils have also been asked to propose any new areas for control.

2.4 The overriding theme is that the Parish and Town Councils value the use of the restrictions and controls already in place. A small number of council's have proposed amendments of additions to the current controls.

3.0 Requests for new Controls

3.1 Collingham

The parish council have requested the following addition to dog exclusion areas.

Add the Pitomy Play area add a dog exclusion zone

3.2 Southwell

The town council have requested the following changes relating to dogs on leads controls.

Remove the area known as Froggats Field

Add the area around Potwell Dyke

Add the area known as Higgins Field

Add the area around the Skate Park

Keep the area around the war memorial

Keep the area of the old Minster school field

3.3 The town council have provided little evidence in support of these changes and this does now result in a large areas of open land where dogs will be required to be on a lead. There is no evidence to show that users of these areas of land have been made aware of the proposals or have had an opportunity to comment.

3.4 Blidworth

The parish council have requested the following addition relating to dogs on leads controls.

Add the Sherwood Avenue playing field

3.5 The parish council are concerned about the level of dog fouling on this field and believe that this is exacerbated by owners allowing their dogs to run free. There is no evidence to show that users of these areas of land have been made aware of the proposals or have had an opportunity to comment.

3.6 Dogs on leads orders are not an additional tool to control irresponsible dog owners who do not pick up after their dog.

3.7 Lowdham

The parish council have requested the following addition relating to dogs on leads controls.

Add Lowdham Cemetery

3.8 Epperstone

The parish council have requested dogs on leads order for a small area of land around the perimeter of a larger open space know as the village playing field. This currently has a dog exclusion zone so allowing dogs to walk in this area on a lead would improve the availability of exercise area for dog walkers.

3.9 Farnsfield

The parish council have requested the following amendment relating to dogs on leads controls/dog exclusion controls

Change the current dog exclusion area on Wilson's Field to a dogs on lead area

- 3.10 The parish council have requested this to allow access across this land to a larger area of open land that dog walkers are regularly using.
- 3.11 It is considered appropriate that where the town or parishes are seeking a significant change to the current orders that they are asked to provide evidence of local consultation that supports the request.
- 3.12 The council does have a PSPO operational within Sconce and Devon Park and Vicar Water Country Park that requires an owner to be able to control a dog that is exercising off the lead by recalling it. This control has not been well used and is considered somewhat of a duplication with the Order that requires dogs to be put on a lead when directed to do so.

4.0 Proposals

- 4.1 As can be seen from the section above there are only a small number of changes being proposed but some of these require additional consultation with the users of those areas in order for the council to be satisfied that the controls are proportionate and appropriate
- 4.2 It is proposed that the following Orders be approved.

Dog Control PSPO 1 The Fouling of Land by Dogs - District Wide

Failing to immediately remove dog faeces from land.

Dog Control PSPO 2 The Dogs on Leads by Direction - District Wide

Not putting, and keeping, a dog on a lead when directed to do so by an authorized officer, by way of verbal instruction or written request displayed upon the land.

Dog Control PSPO 3 The Dogs on Leads - Specified areas of land identified in Schedule 3

Exercising a dog off the lead in certain areas (Churchyards, cemeteries, Newark Castle Grounds and other areas in need of special consideration)

Dog Control PSPO 4 Dog Exclusion - Specified areas of land identified in Schedule 4

Permitting a dog to enter land from which dogs are excluded (Children's playgrounds and other areas in need of special consideration)

- 4.3 It is proposed that the current PSPO of 'Allowing a dog to be out of control when exercised' is not renewed.
- 4.4 In consideration of the new requests set out above it is proposed that:

Collingham - Add the Pitomy Play area to Dog Control PSPO 4 Dog Exclusion - Specified areas of land identified in Schedule 4

Southwell – the Town Council are requested provide additional evidence to support the additional areas of green spaces being designated as areas requiring dogs to be kept on leads.

Blidworth – The Parish Council are requested provide additional evidence to support the addition of Sherwood Avenue as an area requiring dogs to be kept on leads.

Lowdham - Add Lowdham Cemetery to Dog Control PSPO 3 Dogs on leads - Specified areas of land identified in Schedule 3

Epperstone Add land identified around the perimeter of the village playing field to Dog Control PSPO 3 Dogs on leads - Specified areas of land identified in Schedule 3 and amend the current dog exclusion area for the same area of land.

Farnsfield – Remove the dog exclusion area for Wilson’s Field and add Wilson Field to Dog Control PSPO 3 Dogs on leads - Specified areas of land identified in Schedule 3

5.0 Equalities Implications

- 5.1 An Equalities Impact Assessment has been carried out and no inequalities have been identified, because the following exemptions and mitigating factors are to be included as part of the scheme.
- 5.2 Having a reasonable excuse for non-compliance. This would include the sudden onset of a disabling medical condition. It would also include unforeseen emergencies and matters of public interest (Police dogs investigating crime would be a defence but not having a scoop/bag would not).
- 5.3 Acting with the consent of the owner or occupier of the land, or of any other person or authority, which has control of the land, e.g. a working dog.
- 5.4 There are certain legal exemptions for those with disabilities who use assistance dogs, this includes a person who is registered blind.
- 5.5 The introduction of a voluntary exemption scheme where a person with a disability or vulnerability could apply for a specific exemption also removes the barrier for a person living with a disability or limited mobility.

6.0 Digital Implications

- 6.1 None from this report

7.0 Financial Implications

- 7.1 The legislation requires that wherever practicable there shall be signs erected to warn the public of the existence of a PSPO. It should also be published on the Internet and widely publicised. The communications team have helped with publicity and our Community Protection Officers have carried out school visits and community events. It is proposed to continue publicising the review of the PSPO’s as part of our responsible dog ownership

program of work. Parish/Town Councils and other landowners which have asked for specific PSPO's have been advised that they are expected to provide their own signage

7.2 PSPOs can be enforced by the use of fixed penalty notices. It is not anticipated that any significant income will be generated by this activity.

8.0 Community Plan – Alignment to Objectives

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

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

Continue to maintain the high standard of cleanliness and appearance of the local environment

8.2 The creation and enforcement of the PSPOs as proposed will assist in the delivery of these element of the Community Plan.

9.0 RECOMMENDATION that:

- (a) the 8 February 2022 Council, be recommended to make the appropriate Public Space Protection Orders to the areas listed in Appendix 1 to this report;**
- (b) Southwell Town Council and Blidworth Parish Council are asked to provide additional evidence in support of the additional controls requested; and**
- (c) an exemption scheme is introduced as set out in paragraph 5.5.**

Reason for Recommendation

To put appropriate dog controls in place that balances the needs of dog owners and other users of land within Newark and Sherwood.

Background Papers

Anti-Social Behaviour, Crime and Policing Act 2014.

Public Spaces Protection Orders - Guidance for councils

LGA 2020

For further information, please contact Alan Batty ext. 5467.

Matthew Finch

Director - Environment and Communities

NEWARK AND SHERWOOD DISTRICT COUNCIL ("the Council")

PUBLIC SPACE PROTECTION ORDERS

The Anti-Social Behaviour Crime and Disorder Act 2014

The Council made the following Public Space Protection Orders within the administrative District of Newark and Sherwood under section 47 of the Anti-social Behavior Crime and Policing Act 2007. The orders affect the land listed in the corresponding Schedules below and apply to land to which the public are entitled or permitted to have access (with or without payment);

Dog Control PSPO 1 The Fouling of Land by Dogs (Newark and Sherwood District) (Schedule 1)

Dog Control PSPO 2 The Dogs on Leads by Direction (Newark and Sherwood District) (Schedule 2)

Dog Control PSPO 3 The Dogs on Leads (Newark and Sherwood District) (Schedule 3)

Dog Control PSPO 4 The Dogs Exclusion (Newark and Sherwood District) (Schedule 4)

The following offences, punishable by a fine not exceeding level three on the standard scale are created by the orders;

- 1. Failing to immediately remove dog feces from land.**
- 2. Not putting, and keeping, a dog on a lead when directed to do so by an authorized officer, by way of verbal instruction or written request displayed upon the land.**
- 3. Exercising a dog off the lead in certain areas (Churchyards, cemeteries, Newark Castle Grounds and other areas in need of special consideration)**
- 4. Permitting a dog to enter land from which dogs are excluded (Children's playgrounds)**

The Fouling of Land by Dogs (Newark and Sherwood District) (Schedule 1)

All land within the administrative district of Newark and Sherwood

The Dogs on Leads by Direction (Newark and Sherwood District) (Schedule 2)

All land within the administrative district of Newark and Sherwood.

The Dogs on Leads (Newark and Sherwood District) (Schedule 3)

Mount Road Cemetery, Balderton

Lakeside, Balderton

Playground to the rear of 90 to 96 Henton Road, Edwinstowe

Village Green, Main Street, Fiskerton cum Morton

Riverside Footpath, Fiskerton cum Morton

Halam Churchyard, Church Lane, Halam

London Road Cemetery, Newark

Village Hall, Staythorpe Road, Rolleston

Playing Field behind ex Minster School, Church Street, Southwell

Newark Castle Grounds

Wilson's Field, Station Lane, Farnsfield

The marked perimeter of the village playing field Epperstone

The Dogs Exclusion (Newark and Sherwood District) (Schedule 4)

Grove Street Play Area, Balderton

Mead Way Play Area, Balderton

Southfields Play Area, Balderton

Worthington Road Play Area, Balderton

Play Area, Coronation Street Playing Field, Balderton

Brewery Playing Field, Kirklington Road, Bilsthorpe

Crompton Road Playing Field, Bilsthorpe

Children's Play Area adjacent to Crompton Road Playing Field, Bilsthorpe

Play Area, Blidworth Community Centre, Mansfield Road, Blidworth

Marriott Lane Playing Field, Blidworth

Sherwood Avenue (Fenced Skateboard Park & Football/Basketball Court), Blidworth

Greenwood Crescent Play Area, Boughton

Bracken Avenue Play Areas, Boughton

Ferndale Close Play Area, Boughton

Village Playing Field, Caunton

Dodsley Way Play Area Clipstone

Hilcote Drive Play Area, Clipstone

Vicar Water Country Park (enclosed play area), Clipstone

Thorpe Close Playing Field (enclosed play area), Coddington

Thorpe Oaks Playing Field, (enclosed play area), Coddington

Swinderby Road Playing Field, Collingham
Playground to the rear of 38 to 48 Henton Road, Edwinstowe
Fourth Avenue Play Area, Edwinstowe
Sherwood Fields, Sixth Avenue, Edwinstowe
Village Playing Field, Epperstone
Children's Playground, Marsh Lane, Farndon
Parfitt Drive Play Area, Farnsfield
Station Lane Playground, Farnsfield
Morton Recreation Ground, Fiskerton cum Morton
School Playing Field, Halam
Playing Field, Kneeton View, Hoveringham
St Michael's Churchyard and Cemetery, Gonalston Lane, Hoveringham
Playing Field, Main Street, Kirton
Village Green, Kneesall
Car Park /Play Area, Kneesall
Sports Ground and Play Area, The Bar, Laxton
Beckett's Field, Bathley Lane, Little Carlton
Southwell Road Sports Ground, Lowdham
Playing Field at the rear of Village Hall, Main Street, Lowdham
Old Tannery Drive (enclosed play area), Lowdham
Enclosed Children's Play Area, Main Street, Lowdham
Tolney Lane Playground, Newark
Beaumont Gardens (enclosed Bowling Green), Newark
Sherwood Avenue Bowling Green and Tennis Courts, Newark
Sherwood Avenue (enclosed sunken games area and children's playground), Newark
Sconce Hills and Devon Park Children's Playground, Boundary Road, Newark
Riverside Park (enclosed play area), Tolney Lane, Newark
Cleveland Square Playing Field (enclosed play area), Newark
Lawrence Street Play Area, Newark
Cherry Holt Playing Field (enclosed play area), Newark
Fleming Drive Playing Field (enclosed play area), Newark
Bridge Community Centre Playing Field (enclosed play area), Newark
Linseed Avenue Play Area, Newark
Edgehill Drive Play Area, Newark
Newbury Road Play Area, Newark
Syerston Way (enclosed play area), Newark
Children's Play Area, Stepnall Heights, New Ollerton
Children's Play Area, Central Park, Sherwood Energy Village, New Ollerton
Children's Play Area, rear of 2 to 16 Poplar Street, New Ollerton
Playing Field, Caunton Road, Norwell
Play Park School Lane Norwell

The War Memorial, Main Street, Ollerton Village
Yew Tree Road Play Area, Ollerton.
Children's Play Area, Main Street, Oxton
2 Acre Playing Field, rear of Village Hall, Staythorpe Road, Rolleston
Jubilee Garden, Rolleston
Norwood Gardens Play Area, Southwell
Enclosed Toddler's Play Area, Memorial Park, Southwell
Centenary Playing Fields, Southwell
Playground, Church Lane, South Scarle
Recreation Ground, Grassthorpe Road, Sutton on Trent
Walesby Village Hall Grounds, Walesby
Play Area and Football Pitch Walesby
Potter Lane Play Area, Wellow
Cemetery - Lowdham

LEISURE & ENVIRONMENT COMMITTEE

25 JANUARY 2022

ACTIVITY REPORT ON THE WISE ENFORCMENT PILOT

1.0 Purpose of Report

1.1 To provide Members with an update on the enviro –crime activity undertaken by WISE as part of the one year enforcement pilot.

2.0 Background Information

- 2.1 In September 2021 the Committee agreed to a one year enforcement pilot authorising WISE to undertake enforcement activity for a range of environmental crimes, largely under various sections of the Environmental Protection Act 1990. This would cover littering, dog fouling, graffiti, Public Space Protection Orders and fly-tipping.
- 2.2 The pilot was started in October 2021 and is currently in phase 1 which is the enforcement of Littering and dog fouling.
- 2.3 Four WISE operatives are currently operating across the district. Weekly meetings take place between officers of the Council and WISE to discuss problem areas and to highlight specific areas for patrols.
- 2.4 WISE collect and collate a range of indicators and performance measures that are made available to the council. Set out below a number of these that demonstrate their activities to date.

Offence	Number Issued	Cancelled
Bottle	2	
Bottle Top	2	
Chewing Gum	2	
Cigar	1	
Cigarette Butt	613	22
Discarded Food	2	
Dog Fouling (PSPO)	8	1
Fast Food Related	1	
Food Wrapper	3	
Other Litter	5	2
Packaging	5	
Printed Literature	1	
Rolled up cigarette	112	4
Scratch Card	1	
Snack Packs	1	
Totals	759	29

2.5 As can be seen from the table above littering is the most common offence for which fixed penalty notices have been issued. WISE officers have been asked to focus some of their

attention of problematic dog fouling areas. Some fixed penalty notices have been issued for these offences but they are more difficult to witness.

- 2.6 The data collected can also be broken down to illustrate the enforcement actions taken in the wards of the Council. The table below shows this.

Ward	Number issued	Patrol Hours
Balderton North & Coddington	41	29
Balderton South	5	8.5
Beacon	172	124
Bilsthorpe		0.1
Boughton		0.5
Bridge	254	189
Castle	188	191
Collingham		9
Devon	71	42
Dover Beck		0.2
Edwinstowe & Clipstone	1	6
Farndon & Fernwood		26
Farnsfield		0.4
Lowdham		0.2
Muskham	1	33
Ollerton	22	24
Rainworth North & Rufford		3
Rainworth South & Blidworth	1	0.8
Southwell		1
Sutton-on-Trent	3	20
Trent		2
	759	

- 2.7 In the New Year the attention of the operatives will be moved towards those wards that have seen less activity to date. However, it should always be remembered that the areas across the district with highest footfall will always require more enforcement.
- 2.8 The payment rate for the fixed penalty notices that have been issued is currently at 72%
- 2.9 When Members agreed to the WISE pilot project it was to explore very specifically the advantages and disadvantages of a dedicated enforcement role across a relatively narrow set of parameters. In undertaking the trail it was always envisaged that the existing role of the Community Protection Officers would be reviewed and repurposed to better reflect their more holistic approach to community safety, environmental enforcement and emergency response that they provide.
- 2.10 As the enforcement pilot continues the new role of the CPOs will be developed and subject to further reports to the Committee.

3.0 Equalities

3.1 Officers have access to the WISE performance portal and are able to draw down reports across a number of parameters to allow monitoring of the activity across a range of parameters such as age, gender and ethnicity.

4.0 RECOMMENDATION that:

Members are asked to note the enforcement activity of WISE.

Background Papers

Nil.

For further information please contact Alan Batty on Ext 5467

Matthew Finch
Director – Communities & Environment

LEISURE & ENVIRONMENT COMMITTEE

25 JANUARY 2022

ACTIVE4TODAY - PERFORMANCE UPDATE AND DRAFT BUSINESS PLAN, 2022/23

1.0 Purpose of Report

1.1 This purpose of this report is to present the Active4Today (A4T) Draft Business Plan 2022/23 and the latest performance report for the period 12th April to end of December 2021 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 Draft Business Plan, 2022/23 and performance reports from A4T are **appended** to this covering report.

2.3 The appended documents attached to this report are:-

1. Active4Today Update Report 12th April to 31st December 2021, Appendix A;
2. Active4Today Performance Indicators 12th April to 31st December, Appendix B;
3. Active4Today Sports Development Report 12th April to 31st December Appendix C;
4. Active4Today Draft Business Plan 2022-2023, 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 and contained in Appendix B as attached to this report.

3.2 Committee will be aware that the A4T commenced a phased reopening of its facilities in accordance with the Government’s Covid Recovery Road Map wef 12th April and accordingly this report will provide an overview of the key performance information up to 31st December 2021. The Update report, Appendix A, provides a more detailed insight into the various challenges that have been managed by the Company as it works towards recovering its business activity, footfall and memberships to pre-covid levels.

3.3 When the Company re-opened on 12th April, the live membership had reduced by approximately 35%. In addition to the financial loss of memberships, pay and play income

has also been lower than expected, due to the initial restrictions from sports governing bodies impacting on block bookings. However, a number of interventions have been undertaken by the Company to mitigate the impact of the pandemic and the value of these actions continue to deliver business recovery improvements.

- 3.4 Clearly the closures have had a significant impact on membership numbers, however, since the reopening, the direction of travel for all usage is an improving picture. It appears that confidence is growing and users are beginning to return to the facilities. However, in December 2021 with the onset of Omicron (the latest Covid variant) the Company has experienced several requests for freezing memberships particularly from the 60+ users, and this is being monitored very closely as the picture changes on a daily basis.
- 3.5 Table 1 below provides the Committee with membership information from April 2021 and how this has begun to build again since the latest reopening.

Site	Type	Opening - April	Actual - May	Actual - June	Actual - July	Actual - Aug	Actual - Sept	Actual - Oct	Actual - Nov	Actual - Dec
BLC	Adult	510	557	577	601	619	644	651	660	652
DLC	Adult	573	620	642	699	845	914	946	980	998
NSFC	Adult	2,677	2,762	2,812	2,913	2,985	3,107	3,078	3,164	3,193
BLC	Child	9	13	15	15	17	18	18	20	27
DLC	Child	161	163	209	254	272	350	363	378	383
NSFC	Child	1,358	1,364	1,403	1,431	1,446	1,514	1,512	1,523	1,509
SLC	Adult	NA	NA	NA	NA	NA	NA	1,738	1,785	1,792
SLC	Child	NA	NA	NA	NA	NA	NA	1,301	1,305	1,301
Totals		5,288	5,479	5,658	5,913	6,184	6,547	9,607	9,815	9,855

Table 1 - Memberships Numbers

As at 31 December 2021 there are 9,855 live members currently paying a direct debit membership; of these approximately 78 have frozen their memberships for either medical reasons or financial reasons in line with the Company's Freeze Policy. This compares to 251 freezes in August 2020, which followed the July re-opening after the first lockdown.

- 3.6 The current level of adult membership at DLC (998) has increased dramatically, and has now surpassed the pre-Covid position of 836, recorded in April 2020. This demonstrates that the swimming pool has had a positive impact on the membership and has encouraged more adults to join by direct debit. This option provides much greater value for money for the member, who is looking to participate more regularly in physical activity which also helps to develop improved health and wellbeing benefits.
- 3.7 On the current live membership base of A4T, the Company is now operating at 89% of live members against pre-Covid numbers. After reviewing national industry performance and data available from Sport England and UKActive, the membership nationally is averaging around 55%, which is significantly lower than the situation experienced by A4T. This is testimony to the work of the Company to manage the Covid challenges and introduce measures to mitigate against the impacts of the virus on its business which should be recognised and applauded.
- 3.8 To give the Committee an understanding of the latest membership recruitment position, in the first week of business after the New Year, the Company has signed up 165 members in total. This is a good start to the January campaign and will hopefully continue throughout

this traditional busy period and this will provide the Company with an improved starting position for the 2022-2023 financial year.

- 3.9 As expected the number of user visits across all sites is lower than in previous years of operation. However, from 12th April to 31st December 2021, user visits across all sites reached 600,284. This is lower than the same period in a comparable year due to the pandemic and the lower memberships starting point at the commencement of the year. In addition, the delayed opening from 1st April to 12th April and the phased return of a number of groups and activities, due to Government and NGB restrictions, has impacted the user visits across the Company's sites.
- 3.10 Table 2 below sets out A4T's current financial position which is monitored by the Board, as part of its role in managing the operations of the Company. The table shows the original, revised and profiled budgeted income and expenditure up to period 09 (Dec21), set against actual income and expenditure for the same period. This budget will be subject to further revisions throughout the year, as a result of the lower than expected starting position of the membership. This is significant for the Company, as the budget for 2021 – 2022 was based on a higher membership and income target starting point. However conversely, expenditure will also continue to be revised as savings are realised as below.

	Original 2021-2022 budget: income/exp	Full Year revised: 30.12.2021	Profiled budget: 31.12.2021	Actual income and exp: 31.12.2021	Variance to 31.12.2021: profiled budget
Other Income (Management Fee)	£0	£50,425	£50,425	£50,425	£0
Membership Income	£1,950,620	£1,698,780	£1,179,075	£1,214,574	-£35,498
Total income	£2,377,420	£2,160,005	£1,553,731	£1,588,936	-£35,204
Staff	£1,985,700	£1,721,110	£1,240,631	£1,223,944	-£16,687
Premises	£537,400	£516,900	£319,817	£191,389	-£128,428
Supplies and services	£691,920	£661,720	£412,940	£274,161	-£138,778
Total expenditure	£3,215,020	£2,899,730	£1,973,389	£1,689,495	-£283,894
Surplus/Deficit	£837,600	£739,725	£419,657	£100,559	-£319,098

Table 2 - Income and Expenditure Summary

- 3.11 As set out above, in January 2021, the Company was predicting an outturn 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. As previously stated, this is a direct result of the impact of Covid-19 and the pension costs associated with the pooled arrangement with the Council, which has been reported to Members in previous reports. Whilst this latest forecast of £740k is very encouraging for both organisations, members will note that this is based on period 09 information and there continues to be uncertainty surrounding the continued presence of Covid.
- 3.12 Currently the pension costs is being discussed with the Council, Nottinghamshire County Council, Barnett Waddingham (the pension actuary) and the Board of Active4Today and a further update report will be provided to Leisure and Environment during 2022–2023, as part of the Governance agreement between the Council and the Company.

- 3.13 Although as stated above, the in-year position for the Company is an improving one, A4T is currently £550k short of its suggested reserve position of £750k. In order to try and achieve this level of reserve over the coming years, A4T are requesting that the whole amount of budget identified for A4T in 2021-2022 (£840k), is provided to the Company in the form of a management fee, at year end. This will allow A4T to carry over any residual amount into its reserve (estimated at £100k for 2021-2022 based on performance to period 09) in order to rebuild its cash reserve resilience. This proposition has been discussed with the Council and is supported by the Council's 151 Officer. As a result, A4T are requesting this is supported by Members of the Leisure and Environment Committee.

4.0 SOUTHWELL LEISURE CENTRE TRANSFER

- 4.1 Members will be aware that the transfer of Southwell Leisure Centre's operations and management to Active4Today Ltd took place on 1st October 2021. This included the remaining 6 months of its budget and all staff under a TUPE arrangement. At the time of transfer Southwell Leisure Centre's original forecasted budget for the 2021-2022 financial year was estimating a deficit at year end of approximately £230k. However, having revised the current budget and reviewed all staffing, programming and membership income, the Company has forecast a new budget position, which now shows a deficit of c.£125k, an estimated saving over the original budget of approximately £105k.
- 4.2 The above saving is primarily from salaries, with all centre rotas revised within the first month, in consultation with all staff. This has been supported by the introduction of new technology, which A4T supported Southwell with, in readiness for their reopening in April 2021. This new technology has assisted with membership sales and sign ups and allowed for redeployment of the staff to other areas of the Company. A4T will continue to ensure the leisure centre operations are integrated into those of A4T over the coming months and into the 2022-2023 financial year.

5.0 DUKERIES LEISURE CENTRE NEW SWIMMING POOL

- 5.1 As part of the Company's work to rebuild its operations and membership base to levels which it experienced pre-Covid, the Company has successfully launched the new swimming pool at the Dukeries Leisure Centre.
- 5.2 Since the opening of the facility in July, memberships for both adults and children have increased steadily and sessions now include swimming lessons, laned swimming, parent and toddler sessions and fun swims with an inflatable for the younger swimmers. The Company will continue to build numbers at this site as the sports development team begin to promote the benefits of regular exercise to the plethora of target groups within the area. This facility continues to be very well received by the community and it is hoped that the successful start to this facility can be built upon over the coming months and years.

6.0 BUSINESS PLAN AND FINANCIAL FORECAST FOR 2022-2023

- 6.1 As Members will be aware the 2021-2022 business plan was presented to the Committee in January 2021 for approval. The main focus for the year was the development of memberships, to support the sustainability of the Company. This included work at the Dukeries Leisure Centre and specifically the new swimming pool and the identification of priority target groups to increase access to the facilities.
- 6.2 Newark Sports and Fitness Centre remains the largest income generator for the Company and as a result a large focus of the Company's work and resource has been aimed at this facility, in order to try and recover the centre back to pre-Covid numbers. While the direction of travel for the Company is a promising, more work is required to ensure the Company continues to develop and grow.
- 6.3 Increased advertising has to date taken place and this will continue for the remainder of the financial year. This has already provided a return on investment with increased numbers entering the facilities and Quarter 4 will be crucial as the Company continues to build the business.
- 6.4 Attached at appendix D is the draft 2022-2023 business plan for the Company, which once again focuses on building back the business with the Company proposing to undertake a number of sports development initiatives, targeting hard to reach groups and work in areas which are traditionally challenging in terms of lower participation in sport and physical activity.
- 6.5 Covid continues to provide challenges across the whole of the Company and staff shortages due to either isolating, or contracting Covid continue to cause operating difficulties which are being closely monitored. This has been compounded further recently, with the Christmas leave period and the seasonal move of several relief staff, back to University. Recruitment however, continues to take place to rebuild the resilience within the Company and ensure that operations continue as normal for the customer.
- 6.6 With the inclusion of the Southwell staff the in-year revenue pension costs for the Company for the 2022-2023 financial year now stands at £172.5k. This is an increase of £31.5k on the 2021-2022 financial year and is directly attributed to the additional employees TUPE'd from Southwell Leisure Centre Trust. Members will be aware that currently A4T has a 'pooled' pension arrangement, which is tied into the District Council's critical mass of employees. This means any change which happens within the Council, also has an effect on A4T's pensions and which the Company has no control over. As a result of this, the Company are working with the District Council, Nottinghamshire County Council and Barnett Waddingham (independent pension's advisors) to assess the viability of splitting A4T from the District's pension in order it becomes a 'stand-alone' body. This will however, not take place until the triannual pensions re-evaluation which will take place in April 2023. This review will provide the District Council and A4T with all the information required to make an informed decision on the best route for both parties. However, until such time, the pension revenue costs will continue to be required and this will be contained within the annual management fee request, which A4T makes to the Council.
- 6.7 In December 2021, A4T revised its current 2021-2022 budget to ensure it had the latest operating costs to forecast the 2022-2023 budget. As a result, the forecast has now been made based on period 09 (31st December 2021). Assumptions have been made when compiling this budget which includes:

- Covid-19 restrictions not changing from the present position;
- Cost of living increases for salaries not increasing over the estimated 2%;
- Memberships continuing on the current trajectory, which is intrinsically linked to Covid-19;
- All facilities continuing to be available for operations;
- Utilities estimates being within the parameters expected;
- Pensions continuing at their current rate and not increasing further; and
- National insurance and VAT remaining the same as the current costs.

6.8 In view of the above, A4T are forecasting a management fee for the 2022-2023 financial year of £500k, to support its operations including its Covid recovery activities. This amount contains a combined management fee, taking account of Southwell Leisure Centre joining the Company. This figure includes £174k of pension costs associated with the pooling agreement and the increased costs associated with the Southwell Leisure Centre employees. This forecasted figure supports the operations of four leisure centres and the sports development team, which members will be aware, brings no income into the Company, with the exception of grant funding, which is specifically attributed to the projects it supports. The sports development team however, contribute to the exceptionally important social benefits within the district, directly supporting hard to reach individuals and organisations and promoting the benefits of an active and healthy lifestyle.

7.0 BUDGET IMPLICATIONS

7.1 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. Currently, the deficit for the 2021-2022 financial year is forecast at £740k.

7.2 Members will however, need to be mindful that the deficit of £740k is based on Active4Today's current business and forecast and does not include any deficit associated with Southwell Leisure Centre's transfer into the Company. However, based on Active4Today's current forecast of Southwell Leisure Centre's budget, it is estimating a deficit in this budget of circa £125k. This would mean a total deficit for the Company of approximately £865k to year end, based on period 09.

8.0 Equalities Implications

8.1 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.

9.0 Digital Implications

9.1 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.

10.0 Financial Implications (FIN21-22/4069)

10.1 As set out in the table at para 3.10 the current anticipated shortfall for the 2021/22 financial year is £739,725 compared with an original £837,600. The Council set aside a cash budget of £842,070 in respect of the budgeted shortfall.

10.2 The Managing Director of the Company made a recent request to the Council's S151 Officer to continue to pass over the whole amount of budget that the Council originally made available (£842,070) despite the reduction in the forecast shortfall. This will allow the Company to add funds to its reserves which were depleted during the 2020/21 financial year as a result of the pandemic. Additionally to this, the request asked to keep separate the deficit as a result of Southwell Leisure Centre's integration into the Company of which is currently forecast as a deficit of £125,000. Both requests were supported by the S151 Officer. These proposals are currently forecasted into the budget monitoring report elsewhere on this agenda.

10.3 The Company are forecasting an overall requirement of £500,000 for the 2022/23 financial year, which includes a budgeted transfer to reserves of £50,000 in order to continue to rebuild the Company's reserve position. This overall requirement has been built into the proposed Leisure and Environment budget elsewhere on this agenda.

11.0 Community Plan – Alignment to Objectives

11.1 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'.

12.0 RECOMMENDATIONS that:

- a) **Active4Today's performance to Period 9 (December 2021) be noted;**
- b) **the Active4Today Draft Business Plan 2022/23 be noted in preparation for the Final Plan to be presented to the Leisure and Environment March Committee;**
- c) **the initial early forecast outturn position for 2021/22 be noted; and the full management fee of £842K be made available for 2021/2022;**
- d) **the full year financial outturn position be reported to the June meeting; and**
- e) **a management fee budget provision of £500K be established for 2022/23.**

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
25 JANUARY 2022**



UPDATE REPORT 12TH APRIL TO 31ST DECEMBER 2021

1. REPORT PURPOSE

- 1.1 To provide the Leisure and Environment Committee with an update on the operations of Active4Today, for the period 12th April 2021 (the first day of opening following the final lockdown) to 31st December 2021.
- 1.2 To provide the Leisure and Environment Committee with the draft 2022-2023 business plan for feedback, to enable this to be agreed before the commencement of the new financial year.
- 1.3 To provide the Leisure and Environment Committee with the suggested management fee for 2022-2023, which has been forecasted using the most up to date performance information.

2. BACKGROUND

- 2.1 The Committee will be aware that Active4Today closed its leisure centres and sports development operations for a considerable time during the 2020-2021 financial year. In addition to the primary leisure centres, the partner sites operated by Active4Today (school academy facilities) also experienced significant periods of closure. As expected, the business was severely affected by the length and frequency of the closures.
- 2.2 The Company reopened on 12th April 2021 along with the partner sites, however, due to the restrictions still in place, the reopening was phased, with not all activities coming on line straight away.
- 2.3 During April, no indoor exercise classes could be provided within the centres and no junior activities or group activities either e.g. clubs could not book the sports hall or the pools. In May, both junior activities and indoor classes returned to the sites, which were positively received by customers. During the summer, social distancing rules relaxed further and class numbers increased during September.
- 2.4 As a result of the phased reopening the starting point of the membership base was reduced, which had the knock on effect to the finance of the Company, with the income generation starting point lower than forecasted, when the budget for 2021-2022 was set.
- 2.5 When the Company reopened, the live membership had reduced by approximately 35%. In addition to the financial loss of memberships, pay and play income has also been lower than expected, due to the initial restrictions from sports governing bodies impacting on block bookings.

- 2.6 Not all staff returned to work, due to the phased reopening and the need to balance the expenditure of the Company. This approach was successful and although certain areas of the business remained closed for periods of time e.g. sports development, dryside coaching and partner site development, it allowed the Company to continue to claim full or part furlough, which assisted with controlling the financial position of the Company in year.
- 2.7 In addition to the above and to support the financial position of the Company, a restructure was completed at the start of the 2021-2022 financial year. Savings from the restructure are now being realised in year and have also formed part of the budget development work for the 2022-2023 financial year.
- 2.8 Following the release of the latest Sport England activity survey there is evidence that activity levels will return to pre-pandemic levels, however, the impact of the pandemic will be felt for several months to come.
- 2.9 Based on the information within the report, it is clear that habit forming, routine and structure is key to increasing participation levels across the country. This would suggest that structured classes and purpose built leisure facilities will be crucial to building back the country's fitness and this is in-line with what the leisure centres have experienced to date.

3. PERFORMANCE TO PERIOD 09, TO 31ST DECEMBER 2021

- 3.1 The Committee will be aware, that the performance for the Company is monitored against an agreed set of indicators. These indicators have been used for the past several years, which has allowed for comparative data to be available. Attached at appendix I, are the indicators for the Company with comparisons provided to the same period in 2019 and 2020. Members are asked to note however, that all data presented in this report is now inclusive of the performance attributed to Southwell Leisure Centre, which with the exception of the memberships had not been reported previously.
- 3.2 In addition to the quantitative data provided, more qualitative performance is provided to the Committee regarding sports development. Attached at appendix II is the work which has taken place since their return to the Company.
- 3.3 Whilst the report contains information regarding the performance of the sport development team and the partnership work they are undertaking, there has been one notable success which is worth raising at this point. The team was successful and awarded a grant £9,000 from Nottinghamshire County Council towards a targeted project within the community.
- 3.4 The 2 year project will deliver activities specifically to tackle physical activity levels in Ollerton, for individuals with long term health conditions and disabilities, and the new pool presents a vital community facility to enable more people to access swimming, alongside many other activities.

- 3.5 As previously reported to the Committee, the membership base for both adults and children at all sites, had been in decline since December 2019, with the main reduction in membership being experienced at NSFC. This was further compounded by the impact of Covid-19 and the various lockdowns which have been experienced.
- 3.6 The Committee will be aware that from July 2020 the live membership base was slightly lower than the pre-opening forecast originally expected and in April 2021 there was a loss of membership of approximately 35% overall (which was better than industry predictions, which ranged between 40% and 60%).
- 3.7 In addition to the potential loss in membership set out above, pay and play usage has also been lower than expected during the periods of opening, in comparison to previous years. This is mainly due to the restrictions from sports governing bodies impacting on block bookings. Whilst this eased during August 2021 and bookings for clubs began to gradually take place, traditionally leisure is quiet during the summer months so the take up from clubs and organisations who were on their summer breaks was slow.
- 3.8 On a positive note, since the reopening in April 2021, the direction of travel for all usage is an improving picture. It appears that confidence is growing and users are beginning to return to the facilities. That said, recently (in December 2021) with the onset of Omicron (the latest Covid strain) the Company has experienced several requests for freezing memberships from several 60+ users. This is being monitored very closely as the picture changes on a daily basis.
- 3.9 The table below provides the Committee with membership information from April 2021 and how this has begun to build again since the latest reopening.

Site	Type	Opening for April	Actual for May	Actual for June	Actual for July	Actual for August	Actual for September	Actual for October	Actual for November	Actual for December
BLC	Adult	510	557	577	601	619	644	651	660	652
DLC	Adult	573	620	642	699	845	914	946	980	998
NSFC	Adult	2,677	2,762	2,812	2,913	2,985	3,107	3,078	3,164	3,193
BLC	Child	9	13	15	15	17	18	18	20	27
DLC	Child	161	163	209	254	272	350	363	378	383
NSFC	Child	1,358	1,364	1,403	1,431	1,446	1,514	1,512	1,523	1,509
SLC	Adult	NA	NA	NA	NA	NA	NA	1,738	1,785	1,792
SLC	Child	NA	NA	NA	NA	NA	NA	1,301	1,305	1,301
Totals		5,288	5,479	5,658	5,913	6,184	6,547	9,607	9,815	9,855

Fig 1 – Table of memberships numbers

- 3.10 Up to 31 December 2021 there are 9,855 live members currently paying a direct debit membership; of these approximately 78 have frozen their memberships for either medical reasons or financial reasons in line with the Freeze Policy. This compares to 251 freezes in August 2020, which followed the July re-opening after the first lockdown.
- 3.11 The current level of adult membership at DLC has increased dramatically, and has now surpassed the pre-Covid position of 836, recorded in April 2020 and now sits at 998. This

demonstrates that the swimming pool has had a positive impact on the membership and has encouraged more adults to join by direct debit. This option provides much greater value for money for the member, who is looking to participate more regularly in physical activity and in turn being more beneficial to their health.

- 3.12 The position at BLC of 652 is positive; however, more work is required on this membership to achieve the pre-Covid position of 739. This targeted work is taking place by a member of the sports development team, who is focussing on the immediate community and the surrounding villages; this will be for a period of 6 months. The focus includes a series of networking events at the neighbouring primary school and the targeting of the local businesses, with a tailored promotion.
- 3.13 The current level of adult membership at NSFC is 3,193 and although this experienced a slight reduction in October; the number of adults on memberships at NSFC is seeing a positive trend and once again moving in the right direction. Promotions are regularly targeting this facility as the main 'income generator' for the Company.
- 3.14 During the summer months a 'Summer Fit' 28 day promotion was used to encourage customers into the facilities. This was extremely successful with every customer subsequently receiving a follow up call, offering an upgrade to the direct debit membership, with no joining fee. Using the newly implemented technology, the upgrades were offered through the 'LeisureHub' system, or activated on the telephone, making the process for the customer extremely easy and straightforward.
- 3.15 On the current live membership base of A4T, the Company is now operating at 89% of live members against pre-Covid numbers. After reviewing national industry performance and data available from Sport England and UKActive, the membership nationally is averaging around 55%, which is significantly lower than those experienced by A4T.
- 3.16 As expected the number of user visits across all sites is lower than in previous years of operation. However, from 12th April to 31st December 2021, user visits across all sites reached 600,284. This is lower than the same period in a comparable year due to the pandemic and the lower memberships starting point at the commencement of the year. In addition, the delayed opening from 1st April to 12th April and the phased return of a number of groups and activities, due to Government and NGB restrictions, has impacted the user visits across the Company.
- 3.17 The return of the over 60's age group to the buildings has been higher than expected, and is demonstrated through swimming data. There are more over 60's regularly swimming on a weekly basis due to the programme capacity; this has been evidenced through the take up in the swim only direct debit, particularly at the new swimming pool at Dukeries.

- 3.18 The number of children using the centre for coached and adhoc activities to the centres has been significantly reduced due to the decrease in the children's membership base. This reduction of the critical mass has impacted on the participation of children in the leisure centre activities, with NSFC being affected in the main, due to the large membership base which it had. However, this is once again moving in the right direction; with more work planned to build this membership up once more.
- 3.19 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 return of members that have joined on the subsidised membership scheme has been low as expected, due to the cautionary return of this cohort of users. However numbers are increasing and currently this stands at 79 referrals received from April. In addition, there are approximately 10 enquiries per week coming into the Company concerning GP referrals and it is expected that pending any further issues with Omicron this number will increase to the end of the financial year.
- 3.20 On line membership now make up approximately 95% of the total memberships sold. A new platform on our front of house software called 'Staff Portal' has also been added to the Leisurehub software, which enables staff to sell memberships over the phone and whilst mobile 'on the floor' and out within community settings.
- 3.21 With the installation of 'touch point' screens in all reception areas, customers can now 'self-serve' and buy memberships and book online without the use of their mobile device. The Company's online technology, in parallel with a very healthy social media presence, has resulted in a total of 5,800 Active4Today Facebook followers. This is set to increase also as several Southwell Leisure Centre members move over to the A4T Facebook site.
- 3.22 To give the Committee an understanding of the latest position; in the first week of reopening after the New Year, the Company has signed up 165 members in total. This is a good start to the January campaign and will hopefully continue throughout the traditional busy period, which will provide the Company with a good starting position for the 2022-2023 financial year.

4. FINANCIAL HEADLINES UP TO 31ST DECEMBER 2021

- 4.1 Set out in the table below (fig 2), 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 09, set against actual income and expenditure for the same period.
- 4.2 This budget will be subject to further revisions throughout the year, as a result of the lower than expected starting position of the membership. This is significant for the Company, as the budget for 2021 – 2022 was based on a higher membership and income target starting point. However conversely, expenditure will also continue to be revised as savings (especially in salaries) work through the finance.

	Original 2021-2022 budget: income/exp	Full Year revised: 30.12.2021	Profiled budget: 31.12.2021	Actual income and exp: 31.12.2021	Variance to 31.12.2021: profiled budget
Other Income (Management Fee)	£0	£50,425	£50,425	£50,425	£0
Membership Income	£1,950,620	£1,698,780	£1,179,075	£1,214,574	-£35,498
Total income	£2,377,420	£2,160,005	£1,553,731	£1,588,936	-£35,204
Staff	£1,985,700	£1,721,110	£1,240,631	£1,223,944	-£16,687
Premises	£537,400	£516,900	£319,817	£191,389	-£128,428
Supplies and services	£691,920	£661,720	£412,940	£274,161	-£138,778
Total expenditure	£3,215,020	£2,899,730	£1,973,389	£1,689,495	-£283,894
Surplus/Deficit	£837,600	£739,725	£419,657	£100,559	-£319,098

Fig 2 – Income and Expenditure summary

4.3 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 as well as the profiled budget against actuals.

4.3.1 **Other Income (management fees)** – this section represents the management fee associated with the Company. This includes the services A4T provided to Southwell Leisure Centre Trust and the operation of the A4T leisure centres and sports development team. The original budget for the year was set at zero management fee (and reported to committee in January 2021), as there was uncertainty with the operations of Southwell Leisure Centre and a potential transfer of the services by A4T on 1st April 2021. Since then SLC transferred over to A4T on 1st October 2021; as a result 6 months of their management fee has been paid by the council for the services provided from April to the end of September 2021. A4T are not now expecting any further management fee, associated with SLCT for the 2021-2022 financial year.

4.3.2 **Membership Income** – Overall membership income is performing well against the profiled budget, due to better than expected sales results and good retention rates after re-opening in April 2021; as a result, this budget line is up by £35.5k. This target was reduced when the budget was revised due to, the delayed reopening at the start of the year, the restrictions still in place when the centres reopened and a lower than expected starting point for memberships.

4.3.3 **Staffing** – This budget is currently underspend by £17k against the profiled budget. This is due to several vacancies across all sites. This budget has seen a saving of £265k as a result of the staffing restructure. This budget line also includes redundancy costs which equated to circa £100k.

4.3.4 **Premises** – This budget has a large underspend of £128k. This is made up of £81k in utilities. This is a regular occurrence with utility companies, who send invoices retrospectively and also several months after a period has finished. In addition to the outstanding invoices, A4T are currently in dispute with the water supplier and are awaiting an updated invoice which it can agree, in order it can sign off the outstanding amount. The remaining £47k is attributed to repairs, renewals and maintenance works. Whilst A4T have identified several areas within the facilities which require attention, due to Covid and lately the Christmas break, it has been difficult to engage with suitable contractors. However, this has now been rectified and works will be undertaken within the coming weeks. As a result, the budget is expected to be fully committed by year end.

4.3.5 **Supplies and Services** – This section of the budget has a large underspend of £138k in comparison to the profiled budget. This budget heading is made up of several lines; however, the notable underspends include: NSDC Support costs, which is currently £69k underspent. The outstanding invoices have now been agreed for this underspend and will be signed off before the next update report. Irrecoverable VAT is underspent by £34k. This is directly attributed to underspends in other areas (namely repairs and maintenance) and as spend occurs on these codes, this budget will be committed. The remainder underspends are across several budget headings totalling £35k.

4.3.6 **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 forecasted at £739,725, which represents an underspend against the original budget of £837,600, of circa £100k. This does not include the introduction of Southwell Leisure Centre from 1st October 2021, as this is reported separately in section 5 of this report. This is a positive position for the Company, given the delayed reopening and the lower starting point in membership. This saving has in the main been realised through expenditure savings and especially the reorganisation of the staffing.

4.3.7 **Reserves** – currently the Company holds approximately £200k in reserve. The Company, as members will be aware used £200k of its reserve to support the 2020 – 2021 in-year shortfall, which was reported to the Leisure and Environment Committee during June 2021.

4.4 As set out above, in January 2021, the Company was 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. As previously stated, this is a direct result of the impact of Covid-19 and the pension costs associated with the pooled arrangement with the Council, which has been reported to Members in previous reports. Whilst this latest forecast of £740k is very encouraging for both organisations, members will note that this is

based on period 09 information and there continues to be uncertainty surrounding the continued presence of Covid.

- 4.5 Currently the pension costs is being discussed with the Council, Nottinghamshire County Council, Barnett Waddingham (the pension actuary) and the Board of Active4Today and a further update report will be provided to Leisure and Environment committee members during 2022–2023, as part of the Governance agreement between the Council and the Company.
- 4.6 Although as stated above, the in-year position for the Company is an improving one, A4T is currently £550k short of its suggested reserve position of £750k. In order to try and achieve this level of reserve over the coming years, A4T are requesting that the whole amount of budget identified for A4T in 2021-2022 (£840k), is provided to the Company in the form of a management fee, at year end. This will allow A4T to carry over any residual amount into its reserve (estimated at £100k for 2021-2022 based on period 09) in order it can rebuild its cash resilience. This suggestion has been discussed with the Council and is supported by the Council's 151 Officer. As a result, A4T are requesting this is supported by Members of the Leisure and Environment Committee.

5. SOUTHWELL LEISURE CENTRE TRANSFER

- 5.1 Members will be aware that the transfer of Southwell Leisure Centre's operations and management to Active4Today Ltd took place on 1st October 2021. This included the remaining 6 months of its budget and all staff under a TUPE arrangement.
- 5.2 At the time of transfer Southwell Leisure Centre's original forecasted budget for the 2021-2022 financial year was estimating a deficit at year end of approximately £230k. However, having revised the current budget and reviewed all staffing, programming and membership income, Active4Today have forecasted a new budget position, which now shows a deficit of circa £125k, an estimated saving over the original budget of approximately £105k.
- 5.3 The above saving in the main is within salaries, with all rotas for the centre having been revised within the first month, in consultation with all staff. This has been supported by the introduction of new technology, which A4T supported Southwell with, in readiness for their reopening in April 2021. This new technology into the facility has assisted with membership sales and sign ups and allowed the staffing supporting these areas to be moved to other areas of the Company.
- 5.4 A4T will continue to ensure the leisure centre operations are integrated into those of A4T over the coming months and into the 2022-2023 financial year.

6. DUKERIES LEISURE CENTRE

- 6.1 As part of the Company's work to try and rebuild its operations and membership base to levels which it experienced pre-Covid, the Company has successfully launched the new swimming pool at the Dukeries Leisure Centre.
- 6.2 Since the opening of the facility, memberships for both adults and children have increased steadily and sessions now include swimming lessons, laned swimming, parent and toddler sessions and fun swims with an inflatable for the younger swimmers of the community. The Company will continue to build numbers at this site as the sports development team begin to promote the benefits of regular exercise to the plethora of target groups within the area.
- 6.3 This facility continues to be very well received by the community and it is hoped that the successful start to this facility can be built upon over the coming months and years.

7. BUSINESS PLAN AND FINANCIAL FORECAST FOR 2022-2023

- 7.1 As Members will be aware the 2021-2022 business plan was presented to the Committee in January 2021 for approval. The main focus for the year was the development of memberships, to support the sustainability of the Company. This included the work at the Dukeries Leisure Centre and specifically the new swimming pool. This included identifying the various target groups to increase access across the board.
- 7.2 Newark Sports and Fitness Centre remains the largest income generator for the Company and as a result a large focus of the Company's work and resource has been aimed at this facility, in order to try and recover the centre back to pre-Covid numbers. While the direction of travel for the Company is a promising one, which has been reported within this report, more work is required to ensure the Company continues to develop.
- 7.3 Increased advertising has to date taken place and this will continue for the remainder of the financial year. This has, however already provided a return on investment through increased numbers entering the facilities, (provided earlier in the report). Quarter 4 will be crucial for the development of the Company, as it starts to build the business again.
- 7.4 Attached at appendix III is the draft 2022-2023 business plan for the Company, which once again focuses on building back the business, following the decline experience during Covid closures. That said the Company are also proposing to undertake a number of sports development initiatives, targeting hard to reach groups and in areas which are traditionally those where people are less likely to engage in physical activity.
- 7.5 Covid continues to provide challenges across the whole of the Company, as it does within many businesses across the UK. Staff shortages due to either isolating, or contracting Covid continue to cause operating difficulties and these are being monitored on a day to day basis.

This has been compounded further recently, with the Christmas leave period and the seasonal move of several relief staff, back to University. Recruitment however, continues to take place to rebuild the resilience within the Company and ensure that operations continue as normal for the customer.

- 7.6 With the inclusion of the Southwell staff, the in-year revenue pension costs for the Company, for the 2022-2023 financial year now stands at £172.5k. This is an increase of £31.5k on the 2021-2022 financial year and is directly attributed to the additional employees TUPE'd from Southwell Leisure Centre Trust. Members will be aware (and which has been referred to in para 4.4 and 4.5 above) that currently A4T has a 'pooled' pension arrangement, which is tied into the District Council's critical mass of employees. This means any change which happens within the Council, also has an effect on A4T's pensions and which the Company has no control over. As a result of this, the Company are working with the District Council, Nottinghamshire County Council and Barnett Waddingham (independent pension's advisors) to assess the viability of splitting A4T from the District's pension in order it becomes a 'stand-alone' body. This will however, not take place until the triannual pensions re-evaluation which will take place in April 2023. At this stage A4T and the District Council will have all the information it requires to make an informed decision on the best route for the Company and for the Council. Until such time, the revenue costs will continue to be required and this will be contained within the annual management fee request, which A4T makes to the Council.
- 7.7 In December 2021, A4T revised its current 2021-2022 budget to ensure it had the latest operating costs to forecast the 2022-2023 budget. As a result, the forecast has now been made based on period 09 (31st December 2021).
- 7.8 Assumptions have been made when compiling this budget which includes:
- Covid-19 restrictions not changing from the present position
 - Cost of living increases for salaries not increasing over the estimated 2%
 - Memberships continuing on the current trajectory, which is intrinsically linked to Covid-19
 - All facilities continuing to be available for operations
 - Utilities estimates being within the parameters expected
 - Pensions continuing at their current rate and not increasing further
 - National insurance and VAT remaining the same as the current costs
- 7.9 In view of the above, A4T are forecasting a management fee for the 2022-2023 financial year of £500k, to supports its operations. This amount contains a combined management fee, taking account of Southwell Leisure Centre joining the Company. This figure includes £174k of pension costs associated with the pooling agreement and the increased costs associated with the Southwell Leisure Centre employees. This forecasted figure supports the operations of four leisure centres and the sports development team, which members will be aware, brings no income into the Company, with the exception of grant funding, which is specifically attributed to the projects it supports. The sports development team however, contribute to

the exceptionally important social benefits within the district, directly supporting hard to reach individuals and organisations and promoting the benefits of an active and healthy lifestyle.

8. BUDGET IMPLICATIONS

- 8.1 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.
- 8.2 Currently, as set out above in the 'Transfer from Balances' the deficit for the 2021-2022 financial year is forecast at £740k.
- 8.3 Members will however, need to be mindful that currently the deficit of £740k is based on Active4Today's current business and forecast and does not include any deficit associated with Southwell Leisure Centre's transfer into the Company.
- 8.4 As reported above, based on Active4Today's current forecast of Southwell Leisure Centre's budget, Active4Today are estimating a deficit in this budget of circa £125k. This would mean a total deficit for the Company of approximately £865k, based on period 09.

9. EQUALITY & DIVERSITY IMPLICATIONS

- 9.1 The new swimming pool at the Dukeries Leisure Centre has now provided an excellent resource in the Sherwood part of the district, where no water based activities have taken place since 2017. This has been supported by a pricing strategy offering concessionary pricing, in a bid to ensure that price is not a barrier to entry.
- 9.2 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)	31st December 2019	31st December 2020	31st December 2021	Growth (+) Decline (-)	Comments
CUMULATIVE DATA INCLUDING ALL A4T SITES/ACTIVITIES AND SLC TO ENABLE CORRECT COMPARISONS TO BE MADE						
HHC_KI108	No. of User Visits - TOTAL	897,902	257,914	600,284	+132.75%	Significant reduction of user visits due to the Covid-19 pandemic from 2019 to 2020 however an increase due to the period of opening from April 2021 as opposed to July in 2020. Results now include Southwell Leisure Centre.
A4T_DI001	No. of Leisure Centre user visits - Children (under 16) - TOTAL	279,035	71,591	152,807	+113.44%	Significant reduction of user visits due to the Covid-19 pandemic from 2019 to 2020 however an increase due to the period of opening from April 2021 as opposed to July in 2020. Results now include Southwell Leisure Centre.
A4T_DI002	No. of Leisure Centre user visits - Aged Over 60 - TOTAL	99,283	25,302	66,772	+163.90%	Significant reduction of user visits due to the Covid-19 pandemic from 2019 to 2020 however an increase due to the period of opening from April 2021 as opposed to July in 2020. Results now include Southwell Leisure Centre.
A4T_DI003	No. of Leisure Centre user visits - Deprived areas - Total users	15,032	4,529	10,764	+137.67%	Significant reduction of user visits due to the Covid-19 pandemic from 2019 to 2020 however an increase due to the period of opening from April 2021 as opposed to July in 2020. Results now include Southwell Leisure Centre.
A4T_DI004	No. of individuals referred to Active4Today from a health professional - Total	358	16	79	+393.75%	Significant reduction of referrals due to the Covid-19 pandemic, but have experienced an increase since reopening. This will continue to increase due to the re-appointment of the active lifestyles officer.
A4T_DI005	No. of individuals referred to Active4Today from a health professional - Attended Session - TOTAL	211	8	31	+287.50%	Significant reduction of referrals due to the Covid-19 pandemic, but have experienced an increase since reopening. This will continue to increase due to the re-appointment of the active lifestyles officer.
A4T_DI006	No. of Community Groups supported by Sports Development	18	4	17	+325.00%	Increase in contact with community groups and this is now building due to the return of all officers in the team and the demand from clubs requiring support.
A4T_DI008	Live Leisure Centre Membership base (adults) - Total	8,592	5,349	6,635	+24.04%	There has been a significant decrease in the adult membership base across all sites in comparison to December 2019, however as detailed in the attached report, the direction is positive in the covid recovery. This data has always included the membership numbers of SLCT, so the comparison figures provided are a real comparison of pre-covid numbers.
A4T_DI009	Live Leisure Centre Membership base (children) - Total	3,669	2,732	3,219	+17.83%	There has been a significant decrease in the childrens' membership base across all sites in comparison to December 2019, however as detailed in the attached report, the direction is positive in the covid recovery. This data has always included the membership numbers of SLCT, so the comparison figures provided are a real comparison of pre-covid numbers.
A4T_DI014	% Customer Satisfaction - TOTAL	35	51	50	-1.96%	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 50, with individual sites achieving the following - BLC - 75, SLC - 46, NSFC - 40 and DLC - 39. The current national benchmark is 45. There have been 8 customer comments received since the last report in November which have been of praise and concern. These have been dealt with on an individual basis and all customers contacted either by phone or email and invited to attend a meeting. This has proved to be a positive approach in dealing with issues and resolved a number of concerns directly with the customers.
A4T_DI015	Number of people on concessionary membership	234	140	274	+95.71%	The number of people taking advantage of the reduced concessionary monthly direct debit has seen a large increase which is encouraging and possibly due to the addition of the new swimming pool in Ollerton and the fall out from the pandemic.

**PERFORMANCE MANAGEMENT REPORT, FROM 12TH APRIL TO 31ST December 2021
SPORTS DEVELOPMENT UPDATE**

Sports development overview:

The team has now returned in full and been operational since 1st October 2021, with all three staff working in the community to support the district based clubs and volunteer network. In addition to the core team, an apprentice has recently been recruited to support the team with the work generated from partner sites and the delivery of specialist activity sessions, to target groups.

The nature of the interaction and communication with community organisations has changed as a result of Covid-19, with the team increasingly connecting on a virtual basis with partners and individuals. They continue to work on a hybrid approach, of both working remotely and in the workplace when necessary.

Team members are rebuilding relationships and community links, and have been meeting with community partners in a variety of working groups to revisit projects, in order to increase the number of people who are physically active.

The focus remains on a series of areas, including the new swimming pool at Dukeries, the return of activities for people with long term health conditions and disabilities, workplace health and wellbeing and the volunteer workforce development.

Club development:

Funding has been secured for a project working with Nottinghamshire Orienteering Club. A series of new trails have been developed, along with a refresh of the existing courses across multiple parks and open spaces in the district, ready for the year ahead. This will now be promoted across all social media channels throughout the year, encouraging residents and visitors to the district to become active. This is working in partnership with the Council's Parks Team, to ensure the offer is sustainable and accessible to all residents across the district, but particularly those on lower incomes and with long term health conditions and disabilities. The offer will also be promoted in local schools through School Games Organisers, local organisations such as Sherwood Forest Education Partnership and the orienteering club.

The return of the Newark and Sherwood Sports Council took place in September. There are plans to move forward with club training first aid and safeguarding with funding secured from the Council's Grant Aid Scheme. Additionally, plans for 4 local clubs to trial a district based Club Mental Health Ambassador Role. There are further discussions with Active Notts with support from their teams to capture learning on behalf of Sport England.

In line with the increasing requirements to digitalise administrative processes, clubs are now able to link their club websites and social media platforms to the A4T pages, to ensure their information is more widely available.

Coaching and volunteer development:

In the period, there have been 9 coach development grant applications for a variety of sports including football, running, canoeing and cricket.

VISPA Academy continues to offer young people experience of working in the leisure industry whilst qualifying for a NGB qualification. Since the scheme was reintroduced in September, 5 young people have signed up working across the sites, in fitness and both wet side and dry side activities.

Students at You Can Do Sport based at Magnus Academy received a presentation from the sports development team members, to discuss careers in sport and to discuss volunteering opportunities to support their qualification. This was received well by the students and hopefully will be a useful reference point for them, as they develop into their work life.

Inclusion:

Free sessions were offered and taken up by a number of local schools and groups at Dukeries Leisure Centre prior to the pool opening fully to the public. Local primary schools attended as well as classes from Dukeries Academy and the neighbouring College.

Other local groups who attended the sessions included the local Surestart Centre, Ollerton WI, Dementia Carers groups and other local individuals with additional health requirements.

Sports development staff supported Hawtonville Young Peoples Centre for their first Olympiad event, providing relay races and activities as a climax to the afternoon.

Staff were also involved in mock interviews to Year 10 students at Southwell Minster School. This provides a valuable experience for them to gain confidence in interviewing techniques. Dave Long from the team attended, and interviewed a number of young people who are interested in a career in the leisure industry.

The Governments HAF (Holiday Activities and Food) scheme was supported during the summer and Christmas holiday activity programme. The children who qualified for the scheme (on free school meals) were given access to activities such as swimming, dance, trampolining, gymnastics alongside using the fitness suite at Dukeries Leisure Centre.

This was offered both independently and in association with Dukeries Young Peoples Centre giving approximately 20 young people physical activity and a hot meal.

Active and healthy lifestyles:

There have been a number of networking events attended both virtually and in person and linking in with adult groups such as U3A and WI to promote Covid secure facilities at all sites.

Partnership working has also taken place with healthcare professionals to re-establish the pathway for exercise referrals and cardiac rehab patients. This has been extended to Social Prescribers who also connect with patients in the community who can also refer patients to the exercise referral scheme.

A number of companies have been contacted to offer a corporate health and wellbeing programme, linked to the leisure centres. This promotes the benefits of building a healthy workforce, resulting in new corporate memberships and continuing to build more partnerships with local businesses.

With the reduction of restrictions, the weight management sessions delivered by 'Your Health, Your Way' have returned at Newark and Dukeries. This is an excellent model of working with other community organisations, to engage them in regular physical activity in the centres, with a view to increase the sessions across the district in 2022.

Throughout December planning took place for the national campaign 'Red January'. Mainly promoted on social media, encourages people to be active for 31 days of January. The messaging signposts people to local groups, clubs and parks to all levels of activities for all abilities.



DRAFT BUSINESS PLAN

2022/2023

ACTIVE
Leisure Sport Wellbeing

0000001

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

The banner features a background image of a diverse group of people in a gym setting. The "ACTIVE" logo is prominently displayed in the center. A purple diagonal shape on the right side contains the website and contact information. A white box with the number "0000001" is overlaid on the bottom left.

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 four leisure centres (with the transfer of Southwell Leisure Centre into Active4Today taking place on 1st October 2021), 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 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. Discussion is also taking place between Active4Today, the District Council and the Magnus Academy regarding the possibilities of A4T operating the all-weather facility at this site, following a resurfacing project.

As a result of Covid-19 and the various closures throughout 2020-2021, the starting point for the Company's direct debit membership offer was significantly lower in 2021-2022 than in previous years; this consequently had a knock on effect to the Company's income generation. However, throughout 2021-2022 the Company work hard to build this membership back up and it is hoped this will be at 10,500 by the end of the 2021-2022 financial year.

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, Ollerton, Southwell and also in Newark. 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 varied across each site, however, due to the introduction of a new swimming pool in Ollerton in July 2021 and the transfer of Southwell Leisure Centre into Active4Today in October 2021, the facility offer has increased significantly. With the exception of Blidworth Leisure Centre which is a dryside facility only, size is now the main difference between the facilities, with all sites now having a wet and dryside activity mix. 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 reduced significantly also due to Covid, however, this was reintroduced in September 2021 with the team once again returning to support clubs, schools, vulnerable groups and organisations 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.

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 once again re-commenced as schools and clubs returned in September 2021 and it is now beginning to provide support and resilience for clubs, as the young people begin to take up new roles 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 affected and the focus of 2022-2023 is to build on the successful reopening in April 2021 with an aim to re-build

memberships and income to pre-Covid levels. The suggested Aims and Actions for the 2022/2023 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 swimming sessions for children, especially focused around the new swimming pool in Ollerton. This will take place during the main holiday periods of Easter and summer and will be for a day per week for an open session.
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. The aim will be to pilot 4 new sessions within the year running for approximately 6 weeks per session.
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) Recommence 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 restart after Covid.
1.5	Recognising the mental health issues which may have resulted due to the pandemic	a) Working directly with CAMHS and mental health professionals to increase physical activity levels and improve health and wellbeing b) Investigate and support the N&S Sports Council to develop a team of Mental Health ambassadors across the district.
1.6	Secure funding to deliver a range of activities in priority areas	a) Deliver the identified programme of activity through the funding secured from Nottinghamshire County Council b) Work with NSDC to offer children's activities funded through the HAF programme (Holiday activities and food)
1.8	Development of Corporate Well-being memberships, as part of a wider network of organisations i.e. Newark Business Club, School Groups, NHS or similar	a) Improve awareness around 'what the company offers' and the benefits of membership b) Commence with wellbeing roadshows within companies located within Newark & Sherwood c) Create digital promotional material for companies that take up corporate membership packages, with a view to improving the health and wellbeing of their workforces
2.	Accessible facilities	
2.1	Potential Development of a Changing Places Toilet at DLC	a) Work with the Council and development companies to scope out the possibility of installing a Changing Places Toilet at DLC. This will include developing an activity programme, which will work with the various groups who will be able to access the facility in the event the new resource is added.
2.2	Ensure the programme of activities within the leisure centres are designed to attract and support the varied and diverse communities, which exists within Newark and Sherwood District	a) Develop a programme which reflects the demographic of the community and provides specific sessions for persons with disabilities through the use of gym equipment, 'Pool pods' and the Changing Places at NSFC and possibly DLC b) Provision of staff training to broaden the opportunities available c) Re-establish the work with various disability groups and make links with partners to support the existing sessions and reintroduce previous activities to the centres.

2.3	Improve community access through partner facilities and put in place SLAs with each partner site.	<p>a) Develop the business in the new sites at The Suthers School (the new school in Newark).</p> <p>b) Work with the Council to investigate the possibility of operating the Magnus Academy all weather facility, once funding is secured for a new sand filled carpet. This will include working with partners including Newark Hockey Club and England Hockey to develop the site and activities further.</p>
2.4	Improve the range of technology utilised to enhance the customer experience	<p>a) Develop self service functions for accessing bookings and account management, customer engagement and fitness tracking</p> <p>b) Introduce a range of 'cashless' entry options for customers to Develop a 'cashless' offer for the leisure centres</p> <p>c) Introduce the Club Direct Debit memberships, to block bookings at Southwell Leisure Centre</p> <p>d) Explore the options for pre-paid cards for use by under 18's to access the facilities without memberships.</p> <p>e) Develop a resale function with the LeisureHub online booking system so goods can be ordered on line by customers and collected on site during their visit</p> <p>f) As a pilot, develop door access control for hirers/clubs accessing Barnby Road School Sports Hall</p> <p>g) Develop a selection of children's parties packages bookable within the LeisureHub online system</p>
2.5	Ensure SLC is fully integrated into A4T	<p>a) Continue to ensure the Southwell Leisure Centre operations are fully integrated into those of A4T. This will include:</p> <ul style="list-style-type: none"> • Staffing • Finance - audit, final accounts • Processes and procedures • Budgets • Marketing and branding
3.	Financial viability	
3.1	Development of the Dukeries swimming pool and existing facilities	<p>a) 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</p>
3.2	Increase junior memberships at the Dukeries LC with the development of the new swimming pool	<p>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</p>
3.3	Increase adult memberships at all centres	<p>a) Increase the profile at all sites with target advertising, based on greater marketing information, provided by the software system. The target for the end of the 2022/2023 year is 11,500 members.</p>
3.4	Price re-alignment	<p>b) Undertake a price re-alignment for the memberships with a target of achieving a full re-alignment of all memberships by the end of the financial year 2023/2024</p>
3.5	Clubs and Organisations at SLC	<p>a) To move all clubs and organisations operating out of SLC onto a DD or bank transfer option to remove the administration and cost of invoicing monthly. In addition, move all clubs and organisations to up-front payments also and remove retrospective payments for the use of the facility.</p>

Fig 1: proposed outcomes/objectives and actions for 2022/2023

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
	2021/2022	2022/2023	2021/2022	2022/2023
Badminton	£10.00	£10.50	£12.50	£13.00
Swimming	£5.30	£5.50	£6.50	£7.00
Squash	£8.50	£9.00	£10.50	£11.00
Fitness Suite	£7.50	£7.50	N/A	N/A
Fitness Suite Classes	£7.50	£7.50	N/A	N/A
Activity	Active Card Holder Junior		Non Active Card Holder Junior	
	Current Price	Proposed Price	Current Price	Proposed Price
	2021/2022	2022/2023	2021/2022	2022/2023
Badminton	£6.00	£6.50	£7.50	£8.00
Swimming	£3.80	£4.00	£4.50	£5.00
Squash	£5.50	£6.00	£6.50	£7.00
Fitness Suite	£4.50	£5.00	N/A	N/A
Fitness Suite Classes	£4.50	£5.00	N/A	N/A

Fig2: Proposed Core Prices for Adults and Children – 2022/2023

In addition to the above core prices, the Company is undertaking re-alignments of many direct debits (both adults and juniors) which were placed on hold as a result of Covid. These re-alignments will take place at key points within the year, in a bid to try and ensure that over the next 24 months all prices will be brought in line. This phased approach is essential to manage any potential fall-out from the re-alignment and learn as the process progresses through the various categories.

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 2022-2023, 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 corporate memberships, lapsed members and families (especially in the Ollerton area, where the new swimming pool has been added). In addition to the target areas identified, existing promotions will continue to take place to attract new adult and junior members in each category, along with retention campaigns to hold onto current members.

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. Recently the Company took on 5 new apprentices who will undertake their training throughout 2022-2023.

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 for 2022/2023 will be provided as a single payment, made at the end of the financial year and paid before the final accounts are completed.

LEISURE & ENVIRONMENT COMMITTEE

25 JANUARY 2022

LEISURE & ENVIRONMENT REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2022 AS AT 30 NOVEMBER 2021

1.0 Purpose of Report

1.1 This report compares the Revised Budgets for the period ending 31 March 2022 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.

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 As at 30 November 2021, the forecast General Fund revenue outturn position for the Leisure & Environment Committee is a favourable variance of £0.039m. **Appendix A** contains the main reasons for this variance, whilst **Appendix B** summarises the changes in variance between this report and the previous report.

2.2 As at 30 November 2021, the forecast General Fund capital outturn position for the Leisure & Environment Committee is a favourable variance of £0.030m. **Appendix C** provides further details.

3.0 Financial Implications (FIN21-22/3064)

3.1 The financial implications are all contained within the report to be presented to Policy & Finance Committee on 27 January.

4.0 RECOMMENDATION

That the contents this report be noted.

Reason for Recommendation

To inform Members of the proposed forecast outturn position for Leisure & Environment Committee as at 30 November 2021.

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

Leisure & Environment Committee: General Fund Revenue Outturn Variance Analysis as at 30 November 2021

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

Leisure & Environment - £(0.039)m	£'m
Dog Control: savings from bringing warden contract back in-house at end of May 2021	(0.031)
Environmental Health: vacant posts and income from a secondment, partly offset by reduced income such as from fees and charges	(0.151)
Active4Today (A4T): £125k deficit in relation to Southwell Leisure Centre Trust (SLCT)	0.125
Health & Community Relations: vacant post	(0.015)
Newark Livestock Market: spend which was being forecasted whilst property was awaiting demolition no longer being forecasted now that property has been demolished	(0.016)
Vehicle Pool and Workshop: significant increases in fuel costs, and increased employee-related costs	0.058
Other small variances	(0.009)
Total	(0.039)

Leisure & Environment Committee Revenue Outturn Change in Variance Analysis as at 30 November 2021

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

All amounts are in millions of pounds (£'m)

Leisure & Environment - Variance as at 30/09/2021	(0.124)
Waste & Recycling: combined effect of small increases in expenditure and reductions in income	0.012
Street Scene Street Cleansing: combined effect of small increases in employees and supplies and services expenditure	0.010
Environmental Health: changes in assumptions regarding recruitment to vacant posts	(0.050)
Environmental Services Management: transfer of budget to Waste & Recycling and Street Scene Street Cleansing to fund cost of establishment-related change	0.025
Newark Livestock Market: spend which was being forecasted whilst property was awaiting demolition no longer being forecasted now that property has been demolished	(0.021)
Street Scene Grounds Maintenance: use of income to fund associated expenditure	0.025
Vehicle Pool And Workshop: increases in costs of fuel and transport-related materials	0.068
Other small variances	0.016
Leisure & Environment - Variance as at 30/11/2021	(0.039)

Project	Capital Description	Project Manager	Revised Budget Policy & Finance 25.11.21	Variations Proposed to Policy & Finance Period 8	Revised Budget including Variations for Approval	Actuals to 30.11.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Unavourable / (Favourable)	Comments - Spend to date
TA1216	Dukeries LC New Pool	A Hardy	1,581,356	0	1,581,356	1,436,502	173,765	(58,912)	1,551,356	(30,000)	14.12.21 PC signed off and the pool is operational. Waiting on final invoices. Changing village is complete.
TA1217	Southwell Leisure Centre Improvements	A Hardy	1,500,000	(1,500,000)	0	0	0	0	0	0	14.12.21 Works have been paused while user base is reviewed following covid. Proposed the reprofiling of the £1.5m to 22/23 at P&F Jan 22
TB2253	Vehicles & Plant (NSDC)	A Kirk	664,916	0	664,916	592,452	70,505	1,958	664,916	0	14.12.21 On target to spend in year
TB6154	S106 Community Facilities Provision Community & Activity Village	A Hardy	56,183	351,026	407,209	0	0	407,209	407,209	0	14.12.21 Linked to PC on the community hub, which will be spring 22. Will review progress throughout the year. Balance of capital receipt in respect of Elms Avenue - £351k, added project, to be paid to YMCA. To be proposed at P&F Jan 22
TB6162	Loan to Newark Academy	A Hardy	240,000	(240,000)	0	0	0	0	0	0	14.12.21 Reprofiling into 22/23, report tabled at Jan 22 P&F relating to change in proposal
TC3136	Climate Change	M Finch/M Eyre	105,000	(68,100)	36,900	20,700	0	16,200	36,900	0	14.12.21 Currently Solar works to be completed £30k. Other projects still been built up. Request to reprofile £68k to 22/23 at P&F Jan 22. The balance remaining still anticipated to full spend in year
TC3154	Solar PV	M Finch/M Eyre	0	0	0	0	0	0	0	0	14/12/21 - Works to commence in 2022/23. Currently procuring contractors. Addition to be ratified at P&F Jan 22 to be added to 22/23 programme
TC3137	Brunel Drive Door Entry System	A Kirk	0	0	0	0	0	0	0	0	14.12.21 Accrual from 20/21 still to be offset
TC3147	Street Scene Building Upgrade	Andy Kirk / Stephen Young	43,000	0	43,000	29,973	9,560	3,467	43,000	0	14.12.21 Works complete, waiting on final invoice.
TA3057	Palace Theatre Lighting	Carys Coulton-Jones	42,280	0	42,280	31,017	0	11,263	42,280	0	14.12.21 Added as an Urgency Item - On target to complete this year
TB3142	Binrastructure Wrap Grant	Andy Kirk	20,466	0	20,466	17,595	0	2,871	20,466	0	14.12.21 On target to spend in year
TB3143	Vicar Water Embankment Works	Stephen Young	60,000	0	60,000	1,550	58,449	1	60,000	0	14.12.21 Ground investigations are due to be carried out before works can start. Anticipate completion before year end
TB6164	S106 Community Facilities and CPS to Edwinstowe P	Andy Hardy	43,480	0	43,480	0	0	43,480	43,480	0	14.12.21 Anticipate completion in year
TB6165	S106 Community Facilities to SOT	Andy Hardy	239,620	0	239,620	0	0	239,620	239,620	0	14.12.21 Anticipate completion in year
TB6166	S106 Children and Young People Space	Andy Hardy	111,271	0	111,271	0	0	111,271	111,271	0	14.12.21 Anticipate completion in year
	Leisure & Environment Committee		4,707,571	(1,457,074)	3,250,497	2,129,790	312,279	778,428	3,220,497	(30,000)	

LEISURE & ENVIRONMENT COMMITTEE

25 JANUARY 2022

LEISURE & ENVIRONMENT COMMITTEE REVENUE BUDGET 2022/23

1.0 Purpose of Report

- 1.1 To seek approval from the Committee for the 2022/23 base budget in **Appendix A** to be recommended to Policy & Finance Committee at its meeting on 21 February 2022 for inclusion in the overall council budget; and
- 1.2 To seek approval from the Committee for the 2022/23 fees & charges in **Appendix D** to be recommended to Policy & Finance Committee at its meeting on 21 February 2022 and Council at its meeting on 08 March 2022.

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 2022/23 and medium-term financial plan for between 2022/23 and 2025/26. The general fund budgets have been prepared in line with the Budget Strategy agreed by Policy & Finance Committee on 24 June 2021.
- 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 2022/23 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 The **Error! Reference source not found.** General Fund revenue budget will be derived from the **Error! Reference source not found.** base budget within the 2021/22 - 2024/25 (2021/25) Medium Term Financial Plan (MTFP) approved by Full Council on 9 March 2021. This will be adjusted for changes which have been approved by either SLT or Policy & Finance (P&F) Committee since 9 March **Error! Reference source not found.**; changes in inflation and other assumptions; and growth and efficiencies proposed by services.
- 2.5 *Table 1* summarises the changes between the **Error! Reference source not found.** base budget within the 2021/25 MTFP and the current draft **Error! Reference source not found.** budget for services in the Committee.

*Table 1: changes between the **Error! Reference source not found.** base budget within the 2021/25 MTFP and the current draft **Error! Reference source not found.** budget for services in the Committee*

2022/23 base budget (approved by Full Council on 9 March 2021)	£4.350m
Changes agreed by either SLT or P&F after approval of 2021/25 MTFP	£0.071m
Changes in assumptions (such as inflation)	£0.131m
Growth	£0.309m
Efficiencies	£(0.007)m
2022/23 budget (current draft for services in the Committee)	£4.854m
2022/23 budget: change from Full Council approval on 9 March 2021	£0.504m

2.6 **Appendix C** lists the main reasons for the changes in *Table 1*.

Fees & Charges

2.7 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 2022/23 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 21 February 2022:

- a) the 2022/23 base budget in **Appendix A** for inclusion in the overall council budget;
- b) and to Council on 08 March 2022 the 2022/23 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 Digital Implications

5.1 None

6.0 Financial Implications (FIN21-22/9071)

6.1 The Committee's proposed 2022/23 budget is £504,000 more than its base budget within the 2021/25 MTFP: an increase of 12%. Employee budgets of £5.085m account for 72% of controllable costs. Significant budget savings cannot be achieved without affecting staffing levels.

6.2 The council's medium-term financial plan for between 2022/23 and 2025/26 requires significant savings in future years, as changes to how councils manage their finances and other challenges take effect.

6.3 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.

7.0 Community Plan – Alignment to Objectives

7.1 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”.*

8.0 RECOMMENDATIONS

That the following recommendations be made to Policy & Finance Committee at its meeting on 21 February 2022:

- i. **the 2022/23 base budget in Appendix A for inclusion in the overall council budget;**
- ii. **and to Council on 8 March 2022 the 2022/23 fees & charges in Appendix D.**

Reason for Recommendations

To ensure that the budgets and fees & charges finally proposed for 2022/23 are recommended to Policy & Finance Committee on 21 February 2022.

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

2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (January 2022)

Cost centre	Cost centre name	2022/23 Base Budget: Mar-21	Changes agreed by SLT or P&F	Changes in assumptions: net effect	Growth	Efficiencies	2022/23 Base Budget: Jan-22	2022/23 Base Budget: Variance
A10701	Upkeep Of Dykes	6,830					6,830	0
A11002	Waste & Recycling	732,990	136,560	25,830	41,890		937,270	204,280
A11101	Public Conveniences	39,500		420			39,920	420
A11103	Sewerage Works	34,920					34,920	0
A11104	Street Scene Street Cleansing	715,690	22,760	32,600			771,050	55,360
A11107	Dog Control	44,700	(32,100)				12,600	(32,100)
A11110	National Assistance Act Burial	1,650					1,650	0
A11135	Environmental Health	644,090		54,210	10,000	(2,000)	706,300	62,210
A11136	Neighbourhood Wardens	134,960	(6,370)	8,690			137,280	2,320
A11305	Southwell Leisure Centre	0			10,000		10,000	10,000
A11321	Neighbourhood Centres	15,370		(30)			15,340	(30)
A11339	Newark Sports Hub	1,950		(1,000)			950	(1,000)
A11340	Env Serv Management	251,790		(39,820)			211,970	(39,820)
A11442	Arts & Community Development	30,520		1,850			32,370	1,850
A11576	Active 4 Today	254,590			245,410		500,000	245,410
A11583	Health & Community Relations	328,820		9,510			338,330	9,510
A11731	Street Naming	26,570		(420)	300		26,450	(120)
A12221	Newark Livestock Market	0			1,000		1,000	1,000
A15003	Brunel Drive Depot	114,570		(28,400)			86,170	(28,400)
A15023	Street Scene Grounds Maint	177,140	(33,280)	(24,070)		(4,820)	114,970	(62,170)
A26901	Vehicle Pool And Workshop	784,330	(16,500)	91,800			859,630	75,300
C54494	Community Nutrition Grant	9,000					9,000	0
	Committee Total	4,349,980	71,070	131,170	308,600	(6,820)	4,854,000	504,020

2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (January 2022)

Code	Description	2022/23 Base Budget: Mar-21	Changes agreed by SLT or P&F	Changes in assumptions: net effect	Growth	Efficiencies	2022/23 Base Budget: Jan-22	2022/23 Base Budget: Variance
RE111	Salaries And Wages	3,809,940	159,320	64,370			4,033,630	223,690
RE113	National Insurance	342,540		37,140			379,680	37,140
RE114	Superannuation	654,950		16,760			671,710	16,760
	Employees Sub-Total	4,807,430	159,320	118,270			5,085,020	277,590
RE211	Repairs And Maintenance	13,490		(7,050)	1,000		7,440	(6,050)
RE212	Energy Costs	42,140		8,430			50,570	8,430
RE213	Rent	1,200					1,200	0
RE214	Rates	43,870					43,870	0
RE215	Water Services	19,240					19,240	0
RE217	Cleaning And Domestic	800					800	0
RE219	Contribution To Funds	81,650		(8,500)			73,150	(8,500)
RE311	Transport	793,690	(16,500)	42,790			819,980	26,290
RE313	Contract Hire Op Lease	6,900					6,900	0
RE315	Car Allowances	20,290		400			20,690	400
RE316	Insurance	0					0	0
RE411	Equipment And Furniture	149,220		23,730			172,950	23,730
RE412	Materials	37,240					37,240	0
RE431	Clothing And Uniforms	25,880		40			25,920	40
RE441	General Office Expenses	11,250		(400)	8,940		19,790	8,540
RE451	Contractual	371,200	(32,100)	(19,110)	255,410		575,400	204,200
RE452	Other Services	171,820	4,590	(16,440)		15,000	174,970	3,150
RE461	Communications And Computing	2,530					2,530	0
RE471	Staff	1,420		(60)			1,360	(60)
RE481	Grants	19,220					19,220	0
RE482	Subscriptions	0			300		300	300
RE491	Insurance	64,220					64,220	0
RE493	Other	371,190			(37,770)		333,420	(37,770)
RI928	Recharge Non Gf Accounts	(562,670)		18,960			(543,710)	18,960
RE612	Other Transfer Payments	34,920					34,920	0
	Running Expenses Sub-Total	1,720,710	(44,010)	42,790	227,880	15,000	1,962,370	241,660
RI911	Government Grants	0		(30,010)			(30,010)	(30,010)
RI922	Contributions From Other Las	(10,500)					(10,500)	0
RI928	Recharge Non Gf Accounts	(199,470)					(199,470)	0
RI931	Sales	(100,000)					(100,000)	0
RI932	Fees And Charges	(1,779,760)	(44,240)	120	79,720	(21,820)	(1,765,980)	13,780
RI933	Rents	(2,250)					(2,250)	0
RI938	Fees And Charges	(85,860)			1,000		(84,860)	1,000
RI939	Other Receipts	(320)					(320)	0
	Income Sub-Total	(2,178,160)	(44,240)	(29,890)	80,720	(21,820)	(2,193,390)	(15,230)
	Committee Total	4,349,980	71,070	131,170	308,600	(6,820)	4,854,000	504,020

Leisure & Environment Committee

Variances between 2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (January 2022)

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

Variances between 2022/23 base budget (March 2021) and current 2022/23 draft budget (January 2022) by service (cost centre)	Increase or (decrease) in budget (£m)
Waste & Recycling: one-off retention payment for large goods vehicle (LGV) drivers to be funded from COVID-related reserve (as approved by Policy and Finance on 25/11/2021) and COVID-related reductions in income.	0.204
Street Scene Street Cleansing: one-off retention payment for LGV drivers to be funded from COVID-related reserve (as approved by Policy and Finance on 25/11/2021) and increased employee costs in light of establishment changes	0.055
Dog Control: termination of external contract: service now delivered in-house by Neighbourhood Wardens	(0.032)
Environmental Health: increased employee costs in light of establishment changes	0.062
Environmental Services Management: reduced employee costs in light of establishment changes	(0.040)
Active 4 Today: increased management fee payable, based on revised assumptions compared to the 2022/23 base budget (March 2021) that was set in early 2021	0.245
Brunel Drive Depot: transfer of premises-related budgets to Corporate Property, so that Corporate Property can manage budgets based on statutory works required (such as for asbestos and legionella safety)	(0.028)
Street Scene Grounds Maintenance: additional income from external customers, more than offsetting cost of establishment increases to generate said income	(0.062)
Vehicle Pool And Workshop: increased fuel costs, increased employee costs in light of establishment changes and reduction in recharge to Housing Revenue Account	0.075
Other small variances	0.025
Committee Total:	0.504

STREET NAMING & NUMBERING

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	2021/22 Charge	2022/23 Charge
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	£30.00	£30.60
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	£90.00 admin fee plus £30.00 per plot* requiring renumbering/naming	£91.80 admin fee plus £30.60 per plot* requiring renumbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	£90.00 admin fee plus £30.00 per property for up to 10 properties £15.00 for every additional property thereafter	£91.80 admin fee plus £30.60 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	£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	£91.80 admin fee plus £30.60 per property for up to 10 properties affected by change £15.00 for every additional property thereafter affected by change
Resubmission of renaming or numbering of street including notification following objection	£0.00	£0.00

*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 Council's 'Street Naming and Numbering Guidance and Policy'.
7. Any queries or complaints should be directed through the corporate compliments, comments and complaints procedure.

ENVIRONMENTAL HEALTH*(Charges are inclusive of VAT where applicable)*

Type of licence	Relevant act	Notes	Duration	2021/22 Charge	2022/23 Charge
1. Animal Boarding Establishments	Ref 004	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£220	£225
Renewal				£220	£225
2. Home Boarding	Ref 004	The fees has been amended to now charge for each application at the full price when related to a franchise	Annual	£175	£170
Renewal				£175	£180
Dog Day Care		Domestic House based Compliance & Inspection Fee	Annual	£165 £50	£170 £55
Renewal				£200	£205
3. Dangerous Wild Animals	Ref 005	The fees have been calculated on a full cost recovery basis	Annual	£230 + Vet Fees	£235 + Vet Fees
4. Dog Breeding	Ref 006	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£195	£299
Renewal		Compliance & Inspection Fee		£195 £80	£200 £85
5. Riding Establishments	Ref 007	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£210	£215
Renewal		Compliance & Inspection Fee		£210 £100	£215 £105

6. Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin piercing and semi-permanent tattooing	Person	Ref 002	The fees have been calculated on a full cost recovery basis Where the premises already hold a licence the charge is £125 per additional treatment	Annual			
	Premises				£125	£125	
7. Massage & Special Treatment	Initial	Ref 008	The fees have been calculated on a full cost recovery basis	Annual			
	Renewal				£180	£195	
	No massage (just sunbeds)				£155	£155	
	Renewal				£170	£170	
8. Lasers:		Ref 008	The fees have been calculated on a full cost recovery basis	Annual			
New	£525				£525		
Renewal Transfer	£195 £240				£195 £240		
9. Zoos	Initial Inspection	Ref 009	The fees have been calculated on a full cost recovery basis				
	Renewal				First licence valid for 4 years	£550	£550
	Periodic 3 year inspection				Renewal valid for 6 years	£400	£400
	Transfer					£400	£400
					£200	£200	

10. Pet Shops Pet Animals Act 1951 Initial Renewal	Ref 010	The fees have been calculated on a full cost recovery basis Compliance & Inspection Fee	Annual	 £190 £190 £80	 £195 £195 £85
11. Re-rating of Animal licence establishment	Ref 010	New Fee	Annual	£175	£185
12. Transfer of Animal licence establishment	Ref 010	New Fee	Annual	£175	£180
13. Variation of Animal licence establishment	Ref 010	New Fee	Annual	£75	£80
14. High Hedges 1st stage 2nd stage	Ref 011	The fees have been calculated on a full cost recovery basis. Prices include VAT	One Off	 £250 £420	 £250 £420
15. Licence Application for House in Multiple Occupation Single application Multiple applications at same time Variation of licence	Ref 012	The fees have been calculated on a full cost recovery basis	One off	 £750 £570 £55	 £750 £570 £60
16. Scrap Metal Dealer Site Licence Collectors Licence	Ref 013	The fees have been calculated on a full cost recovery basis	Three years	 £390 £165	 £390 £165

17. Mobile Homes Act 2014	Ref 014	To reflect the variation in the cost of processing the application depending on the size of the site.			
Application fee				£380	£380
Plus, per additional unit		Depends on total number of pitches		£10	£10
Annual Fee				£10 per pitch	£10 per pitch
Transfer/amendment of licence				£175	£175
Depositing Site rules				£145	£145
Fit and Proper person application fee		New fee with effect from 01/04/2022		N/A	£300

CERTIFICATES, AUTHORISATION AND REGISTER COPIES

TYPE	Notes	2021/22 Charge	2022/23 Charge
Health & Purity Certificate		£36.00	£36.00
Foot & Mouth Health Certificate		N/A	N/A
Condemnation Certificate		£260.00	£260.00
Environmental Site Reports	<i>Prices include VAT</i>		
Home Buyer Version		£125.00	£125.00
Detailed version		£370.00	£370.00
Housing immigration check		£120.00	£130.00

PRIVATE WATER SUPPLIES

Activity	Notes	2021/22 Charge	2022/23 Charge
Risk Assessment	Guidance on fees is provided by the Drinking Water Inspectorate	Hourly rate x time spent	Hourly rate x time spent
Sampling		£50.00	£50.00
Investigation		Hourly rate	Hourly rate
Domestic Supplies (Reg 10)		£25.00	£25.00
Check Monitoring (Commercial supplies)		£50 plus analysis costs	£50 plus analysis costs
Audit Monitoring (Commercial supplies)		£50 plus analysis costs	£50 plus analysis costs

***Relevant act/ Order References**Ref 001 - *Hypnotism Act 1952*Ref 002 - *Local Government (Miscellaneous Provisions) Act 1982*Ref 003 - *Local Government (Miscellaneous Provisions) Act 1976*Ref 004 - *Animal Boarding Establishments Act 1963*Ref 005 - *Dangerous Wild Animals 1976*Ref 006 - *Dog Breeding and Sale of Dogs (Welfare) Act 1999*Ref 007 - *Riding Establishments Acts 1964 and amended 1970*Ref 008 - *Nottinghamshire County Council Act 1985*Ref 009 - *Zoos Licensing Act 1981*Ref 010 - *Pet Animal Act 1951*Ref 011 - *Anti-social Behaviour Act 2003*Ref 012 - *Housing Act 2004*Ref 013 - *Scrap Metal Dealers Act 2013*

DOG WARDEN

(Prices are not subject to VAT)

STRAY DOGS:	Duration	2021/22 Charge	2022/23 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.

WASTE & RECYCLING

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 provided by Nottinghamshire County Council (disposal authority).					
REFUSE					
Bin Size	2021/22 Collection Charge	2021/22 Disposal Charge	2022/23 Collection Charge	2022/23 Disposal Charge	
140L	£2.28	£1.44	£2.35	£1.49	
240L	£2.81	£2.47	£3.00	£2.56	
360L	£3.45	£3.71	£3.80	£3.83	
660L	£5.04	£6.80	£5.75	£7.03	
1100L	£7.43	£11.33	£8.60	£11.72	
Pre-Paid Sacks	£1.80	£0.62	£1.85	£0.64	
Clinical	£2.22	£7.90	£2.35	£8.00	
RECYCLING					
Bin Size	2021/22 Collection Charge	2021/22 Disposal Charge	2022/23 Collection Charge	2022/23 Disposal Charge	
140L	£2.28	£0.35	£2.35	£0.36	
240L	£2.81	£0.61	£3.00	£0.62	
360L	£3.45	£0.91	£3.80	£0.94	
660L	£5.04	£1.67	£5.75	£1.72	
1100L	£7.43	£2.79	£8.60	£2.86	
Pre-Paid Sacks	N/A	N/A	N/A	N/A	
Clinical	N/A	N/A	N/A	N/A	
Trade Waste contract charges					
		2021/22 Charge		2022/23 Charge	
Alteration Fee		£38.00		£42.00	
Lockable Bin		N/A		N/A	
Access Fee (Maximum)		5 – 10% of total cost dependent on site		5 – 10% of total cost dependent on site	

Domestic Garden Bins	2021/22 Charge	2022/23 Charge
Price per bin	£35.00	£35.00
Cost of bin for new properties		
Bin Size	2021/22 Charge	2022/23 Charge
140L	£32.00	£32.00
240L	£32.00	£32.00
360L	£48.00	£48.00
660L	£258.00	£300.00
1100L	£284.00	£320.00
Developers delivery charge (per load)	£62.00	£65.00
Bulky Waste Charges		
Domestic Bulky Waste	2021/22 Charge	2022/23 Charge
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		
Per Unit	2021/22 Charge	2022/23 Charge
Per Unit	£93.36	£95.22
Collection and Transport	£116.70	£98.33
Cleansing Services Hours		
1 hour	2021/22 Charge	2022/23 Charge
1 hour	£64.00	£65.00
1.5 hours	£96.00	£97.50
2 hours	£128.00	£130.00
3 hours	£192.00	£195.00
4 hours	£256.00	£260.00
5 hours	£320.00	£325.00

Emptying bins (cost per empty of bin)	2021/22 Charge	2022/23 Charge
Litter bins	£0.80	£1.00
Dog Bins	£2.00	£2.00
Vehicle Workshop Services		
	2021/22 Charge	2022/23 Charge
MOT's	£45.00	£45.00
Air Conditioning re-gas	£50.00	£60.00
External Servicing of vehicles	£45 per hour	£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 CONVENIENCES

Public Convenience	2021/22 Charge	2022/23 Charge
Gilstrap Centre	20p	20p

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 Fees and Charges

Appropriate Committee: Leisure and Environment

Purpose of Report

To expedite the decision on fee level setting for garden recycling ensuring a key system changes can take place.

Background

Every year the charge for Garden Recycling collections are varied to reflect the changes in collection costs and other factors. This year (2021/22) the fee was dropped from £35 to £30 to reflect the service issues and cancellations experienced by customers resulting from the impact of the pandemic in the 2020/21 period. If we ran to our original medium term financial planning the fees would be £38 in the 2022/23 period.

Time Frame

In order to ensure the roll over for next year's pricing runs smoothly we need to confirm the new fees as soon as possible. If we wait for the committee cycle, it will be too late to perform essential testing and preparation on the required software and other systems for the 2022/23 period.

Proposal

The fee for the service has not risen in 3 years and in fact fell last year as noted above. The service cannot continue to operate economically with the existing £30 funding level so we are proposing that the fees are restored to the pre-pandemic level of £35.

We would ideally like to charge slightly more to £38 to reflect the increases in costs to deliver the service (in line with medium term financial planning); however, this would be an increase of nearly 27% over last year's charge. We have seen a rise in over 1000 subscriptions to the service in this financial year, which has also improved our recycling rates, and we hope to turn this uptick in subscriptions into sustained growth. These new customers could perceive that the fee had increased significantly beyond this year's rate of £30 and a sudden increase in the charge beyond the proposed £35 would potentially result in a loss of customers. An increase could be considered next year.

In short we feel this returned to last year fee level would still bring income into the service whilst supporting our community plan objective to maintain and potentially increase recycling performance.

Finance Comments (FIN21-22/460)

In the Medium Term Financial Plan, the 2022/23 income budget is £659,570, based on a fee of £38, and 17,357 bin numbers. The current draft for 2022/23 has stayed at this until the fee has been agreed.

If the £35 price is agreed, the loss of budgeted income would be £52,070. However, the current number of bins collected has increased to 18,452. Income at £35, and 18,452 bins is £645,820. Therefore, using revised bin numbers at a lower price would reduce the draft income budget by £13,750.

Recommendation

That the increase of the garden recycling collection fee to £35 for the 2022/23 financial year is approved so that essential system changes and testing can be implemented as soon as possible.

Equalities Implications

N/A

Decision

Approved by councillors Lloyd and Jackson. Watching brief

Reason for Decision

Members Consulted:

David Lloyd - Response received 11/01/2022

Roger Jackson - Response received 17/01/2022

Donna Cumberlidge - Consultation sent 07/01/2022

Signed



Date 17/01/2022

Forward Plan of the Leisure & Environment Committee Decisions from 1 February 2022 to 31 December 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
22.03.22	Physical Activity and Sports Plan 2021 – 2024 and Facilities Improvement Plan and Playing Pitch Strategy 2021 – 2024	andy.hardy@newark-sherwooddc.gov.uk
22.03.22	Presentation Regarding Public Health/Active Notts. Physical Insight Project	andy.hardy@newark-sherwooddc.gov.uk helen.ellison@newark-sherwooddc.gov.uk
22.03.22	Adoption of the Health and Wellbeing Partnership Plan	andy.hardy@newark-sherwooddc.gov.uk
22.03.22	New Waste Strategy, information from Defra to be reported to a future meeting	andrew.kirk@newark-sherwooddc.gov.uk matthew.finch@newark-sherwooddc.gov.uk
22.03.22	Green waste recycling and Glass collection	andrew.kirk@newark-sherwooddc.gov.uk matthew.finch@newark-sherwooddc.gov.uk
22.03.22	Annual review of the exempt reports considered by the Leisure & Environment Committee	nigel.hill@newark-sherwooddc.gov.uk catharine.saxton@newark-sherwooddc.gov.uk
22.03.22	Community Plan Performance Q3	Ella.Brady@newark-sherwooddc.gov.uk
July 2022	Mansfield & District Crematorium Joint Committee - Annual Statement of Accounts	nick.wilson@newark-sherwood.gov.uk
Sept 2022	Reappoint to Working Parties/Task & Finish Groups (<i>decision item</i>)	catharine.saxton@newark-sherwooddc.gov.uk