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**Chairman: Councillor A.C. Roberts**

**Vice-Chairman: Councillor R.J. Jackson**

**Members of the Committee:**

**Councillor M.G. Cope**

**Councillor R. A. Crowe**

**Councillor R. Crowe**

**Councillor Mrs G.E. Dawn**

**Councillor P.C. Duncan**

**Councillor J.D. Lee**

**Councillor N.B. Mison**

**Councillor Mrs S. Soar**

**Councillor D.B. Staples**

**Councillor Mrs L.M.J. Tift**

**Substitutes**

**Councillor Mrs I. Brown**

**Councillor G.P. Handley**

**Councillor R.B. Laughton**

**Councillor P.S. Peacock**

**Councillor B. Wells**

## **AGENDA**

**MEETING: Leisure & Environment Committee**

**DATE: Tuesday, 14<sup>th</sup> July 2015 at 6.00pm**

**VENUE: Room G21, Kelham Hall**

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

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

## **AGENDA**

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### **CONFIDENTIAL AND EXEMPT ITEMS**

None

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the meeting of the **LEISURE & ENVIRONMENT COMMITTEE** held in Room G21, Kelham Hall, Newark on Tuesday, 17<sup>th</sup> March 2015 at 5.30 pm.

PRESENT: Councillor A.C. Roberts (Chairman)

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

ALSO IN Councillors: Mrs R. Crowe, R. Shillito, and Mrs S. Soar.

ATTENDANCE:

72. APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Councillor J. Bradbury.

73. MINUTES OF THE MEETING HELD ON 13<sup>TH</sup> JANUARY 2015

AGREED that Minutes of the meeting held on 13<sup>th</sup> January 2015, be approved as a correct record and signed by the Chairman.

74. DECLARATION OF INTERESTS BY MEMBERS AND OFFICERS

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

75. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

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

76. NEWARK CIVIL WAR CENTRE EVENTS

The Committee considered the report presented by the Business Manager National Civil War Centre – Newark Museum which informed Members regarding the intended launch activity around the opening of the National Civil War Centre – Newark Museum in May 2015. A presentation was also provided to the Committee by the Business Manager National Civil War Centre – Newark Museum, which provided an update regarding the progress with the building site and the trail.

Following questions and comments from the Committee, the following information was provided.

It was confirmed that the car parking arrangements for opening of the National Civil war Centre over the 3<sup>rd</sup> and 4<sup>th</sup> May Bank Holiday weekend had been considered. The performers parking would be kept away from the public car parks, leaving sufficient car parking in the public car parks.

It was reported that over one hundred volunteers had expressed an interest in working

on the project and interviews had taken place. It was confirmed that the Friends of Sconce Park had not been invited to help with the Centre at this stage due to time constraints, they would however be contacted in due course.

It was confirmed that the Education Officers had delivered and tested pilots to approximately twelve schools. It was noted that there would be plenty of activities for children which was part of the family activities.

A Member suggested that all six films should be played throughout the day and not just two which was proposed in the presentation. This would give visitors the chance to see them all in one day, especially visitors that had travelled some distance. It was confirmed that this could be reviewed.

AGREED (unanimously) that the presentation and report be noted.

#### 77. GRANT AID PROGRAMME

The Committee considered the report presented by the Director - Community which updated Committee on the proposed changes to the Grant Aid Scheme following an internal Audit of the scheme. Approval was sought to make changes to the scheme and criteria reflecting the recommendation of the Audit with effect from 1<sup>st</sup> April 2015.

Members sought clarification as to why the panel required a non-political chairman, as the Chairman had no real vote or casting vote. The Audit report also hadn't provided why this was necessary. It was therefore suggested that an amendment be made to the Terms of Reference in order for the role of Chairman to be taken by an elected Member to the Grant Aid Panel.

The Director – Community confirmed that the Leisure and Environment Committee had determined the money in the budget for the Grant Aid programme. The Council had previously been criticised for not having a matrix, which had now been rectified. It was the role of the panel chairman to put forward grants to the elected Members. The Audit panel were trying to achieve a fair and transparent non-political system.

A Member suggested that additional wording be included at the end of the second paragraph of the Grant Aid Scheme - Overall Aim as follows:

'In order to be successful the applicant must be able to demonstrate how the project, event or activity will make a positive contribution to the strategic priorities and will benefit the wider community **by engaging more people, particular underrepresented groups and hard to reach groups.**'

An amendment was also suggested for the Terms of Reference to include an additional bullet point after the list in 2. Principles, as follows:

- To ensure expenditure is reasonable in the context of the Council and communities resources.

AGREED (unanimously) that:

- (a). the proposals identified in points 3.6 to 3.9 within the report and as follows, be approved and implemented subject to the amendments as follows in (b):
  - (i) A policy statement (Overall Aim) has been drafted to outline the purpose of the grant scheme and how the awarding of grants to organisations and individuals supports the Councils priorities. (Appendix A to the Report);
  - (ii) All Panel meetings are now formally minuted to ensure transparency of decisions and in addition a scoring matrix is applied to each application in order to assist Panel Members with decision making. (Appendix B to the Report);
  - (iii) A Terms of Reference document has been written for the panel which addresses the key components of managing the decision making process. (Appendix C to the Report); and
  - (iv) Only completed applications will be submitted to Panel for consideration and an application deadline will be communicated to all applicants via the website which will be two weeks prior to the panel. Officers will assess and score applications and present to the Panel for a formal decision.
- (b). the following amendments be undertaken and a copy of the appendices be forwarded to the Leisure and Environment Chairman and Members of the Grant Aid Panel :
  - (i) the Terms of Reference be amended, in order for the role of Chairman to be undertaken by an elected Member to the Grant Aid Panel;
  - (ii) additional wording be included to the end of the second paragraph of the Grant Aid Scheme - Overall Aim as follows: 'In order to be successful the applicant must be able to demonstrate how the project, event or activity will make a positive contribution to the strategic priorities and will benefit the wider community by engaging more people, particular underrepresented groups and hard to reach groups'; and
  - (iii) the Terms of Reference to include an additional bullet point after the list in paragraph 2. Principles, as follows:
    - To ensure expenditure is reasonable in the context of the Council and communities resources.

78. DELIVERING A HEALTH IMPROVEMENT PROGRAMME FOR NEWARK AND SHERWOOD

The report had been withdrawn from the agenda.

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

The Committee considered the report presented by the Assistant Business Manager Financial Services, which compared the General Fund Leisure & Environment Committee net expenditure for the period ending 31<sup>st</sup> January 2015 with the profiled budget for the period.

It was reported that the total for direct service net expenditure showed an under spend of £505,178.99 against the profiled budget for the period to 31<sup>st</sup> January 2015.

Variations from the profiled budget to 31<sup>st</sup> January 2015 were itemised and included Employee Costs; Premises; Transport; Supplies and Services; and Income. At the end of 31<sup>st</sup> January 2015 there were no significant variances on income streams falling within the remit of the Leisure and Environment Committee.

AGREED (unanimously) that the overall position of the Leisure and Environment Committee net expenditure compared to budget at 31<sup>st</sup> January 2015 be approved.

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

The Committee considered the report of the Director - Resources which provided the Committee with a list of the exempt business considered by the Leisure and Environment Committee for the period 13<sup>th</sup> May 2014 to date. Members had the opportunity to review the exempt reports and request further information. The rule was defined in paragraph 18 of the Constitution entitled 'Right of Members to Request a Review of Exempt Information.'

The following reports were considered no longer to be confidential:

- Leisure Centre Management Commissioning – considered at the 17<sup>th</sup> June 2014 Committee (exempt paragraph 4)
- Leisure Commissioning Appendix D to the report – considered at the 13<sup>th</sup> January 2015 Committee (exempt paragraph 3&4)

The following reports were considered to still be commercially sensitive:

- Feasibility Report into Integration Opportunities at the Palace Theatre, National Civil War Centre – Newark Museum and Tourism Information Centre – considered at the 2<sup>nd</sup> September 2014 Committee (exempt paragraph 3); and
- RIBA Stage D Report into Integration Opportunities at the Palace Theatre, National Civil War Centre – Newark Museum and Tourism Information Centre – considered at the 13<sup>th</sup> January 2015 Committee (exempt paragraph 3)

The Director Customers confirmed that he would check whether the report entitled 'Proposals to include Sports Development in the Leisure Centre NEWCO' (exempt paragraph 4) was still confidential.

AGREED (unanimously) that:

- (a) the following reports were considered no longer confidential:
  - Leisure Centre Management Commissioning – considered at the 17<sup>th</sup> June 2014 Committee (exempt paragraph 3)
  - Leisure Commissioning Appendix D to the report – considered at the 13<sup>th</sup> January 2015 Committee (exempt paragraph 3&4)
- (b) the Director Customers to check whether the report entitled 'Proposals to include Sports Development in the Leisure Centre NEWCO' (exempt paragraph 4) was still confidential.

#### 81. WORK ACHIEVED BY THE LEISURE & ENVIRONMENT COMMITTEE

The Committee considered the report of the Directors' - Customers and Community, which informed Members of the work achieved by the Leisure and Environment Committee over the life of the current Council.

AGREED (unanimously) that the Report be noted.

#### 82. HEALTH AND WELLBEING/HEALTH SCRUTINY AND CHAIRMAN'S UPDATE

A Member provided a verbal update from the Health and Wellbeing Board, which he had recently attended. One of the key issues was a report from the Nottinghamshire Safe Guarding Adults Board which considered abuse allegations on adults. There had been 4,751 referrals in 2014/15, 2,006 of those referrals were investigated, 235 of those were based in care homes. It was commented that this was a worrying statistic, which was being looked into, 3 of the 235 were in local authority care homes. They also looked into urgent emergency care.

A Member also provided an update to the Committee on a visit he had attended at the East Midlands Ambulance Services (EMAS) control centre. He commented on how impressed he was with the experience of the control centre staff especially with the despatching of ambulances. A number of calls taken whilst he was on the tour provided concern to the Member on how isolated some individuals within their community were becoming. He commented on the difficulty of getting people out of hospital once they had been admitted which was often due to the patient having to wait for their care packages being put together. He felt that an increase in first responders should be developed in the community.

The main item of Health Scrutiny was Child and Adolescent Mental Health Services (CAMHS), a restructure had taken place within this service which was discussed. The Care Quality Commission (CQC) was undertaking the first inspection of GP practices, Newark being one of them. Dental Services were also going to come under an inspection process.

There was also a stroke pathway development which had resulted in a 24 hour service per day being provided at Kings Mill Hospital. Transport for kidney patients was also being dealt with by the joint Health Scrutiny Forum; a report would be submitted to a future meeting.

The Chairman provided an update regarding the Newark and Sherwood Health Forum which he had attended. The forum had discussed the future programme and prioritisation which was as follows: Mental Health; Homelessness; Frail, old and lonely people; Helping people to help themselves, self-care work. The Forum had also considered their terms of reference and governance.

The date of the next Newark and Sherwood Health Forum was Wednesday 1<sup>st</sup> April 2015 at 2pm at Edwinstowe House; the meeting would discuss mental health.

The meeting closed at 7.00pm.

Chairman



## **NEWARK AND SHERWOOD DISTRICT COUNCIL**

Minutes of the meeting of the **SPECIAL LEISURE & ENVIRONMENT COMMITTEE** held in Room G21, Kelham Hall, Newark on Tuesday, 21<sup>st</sup> April 2015 at 5.30 pm.

PRESENT: Councillor A.C. Roberts (Chairman)

Councillors: J. Bradbury, G. Brooks, P.C. Duncan, R.J. Jackson, M. Shaw, Mrs L.A. Shilling, D. Staples and Mrs L.M.J. Tift,

ALSO IN

ATTENDANCE: Councillors: Mrs B. Brooks and Mrs S. Soar.

### 83. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors D. Logue, Mrs C. Rose and Mrs S. Soar.

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

NOTED Councillor J. Bradbury declared a Personal Interest regarding Agenda Item 4 – Active4Today Ltd – Management Fee, Business Plan and Specification, as he is a Southwell Leisure Centre Trustee.

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

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

### 86. ACTIVE4TODAY LTD – MANAGEMENT FEE, BUSINESS PLAN AND SPECIFICATION

The Committee considered the report presented by the Director – Customers which informed Members of the three specific items in relation to the Council's new leisure company, Active4Today Ltd. The first item was Active4Today's Business Plan; the second was the Service Specification, devised by the Council to monitor Active4Today's achievement of the objectives, both items were appended to the report; and thirdly the management fee to be paid to Active4Today to operate the Council's leisure and sports development services.

Members suggested the following amendments to the wording of the Business Plan as follows, which would be taken back to the Board of Active4Today:

- 2.9 of the report – comment that the analogy was not reflective of the arrangement.
- 3.10, third bullet point regarding the improvement in the delivery of Sports Development Service, concern was noted with regard to the word 'aligned' and this should be rephrased to ensure that the sports development function continued to engage in the community.
- 5.9 be included within 3.18 of the business plan.
- 3.21 – Vision and Mission, it was suggested that the vision be changed to read as follows: 'To develop a fitter, healthier and happier community'. It was further

suggested that the Misson would be improved if amended to read: 'To raise peoples engagement in physical activity especially through the provision of high quality welcoming and safe facilities and through supportive and enabling staff'.

- 4.3, eighth bullet point to include the additional wording: 'engage with community partners to promote the aims and facilities of the service'.
- 4.4, first bullet point add the word 'more' before 'people', second bullet point add the following to the end of the sentence 'and achieve more involvement', third bullet point add to end of the sentence 'and widen participation' fifth bullet point to remove the wording 'provide' and include nurture or enabling. This was suggested as it was felt that the Company would not provide high quality provision through sports development.

The Director – Safety informed the Committee of the Boards first meeting which took place on the 10<sup>th</sup> April 2015. Members were informed of one of the resolutions agreed by the Board, which was to establish a separate Audit Committee. Members were asked to approve this request. The Chairman in agreement with the Committee agreed to include this as (g) within the resolution.

AGREED (unanimously) that the following be approved and noted:

- (a) the Business Plan for Active4Today;
- (b) the Specification, which enables the Council and Active4Today to monitor the ongoing performance;
- (c) the reporting arrangements contained within the Specification;
- (d) the management fee payable from the Council to the Company as detailed in paragraph 5.0 of the report;
- (e) the financial arrangements that are in place for the Company;
- (f) all of the governing documents for the Company, namely the Business Plan and Specification, will be subject to annual review; and
- (g) the Council authorises the Company to set up a separate Audit Committee.

The meeting closed at 6.12pm.

Chairman

**RECONSTITUTION OF WORKING PARTIES/TASK & FINISH GROUPS**

**1.0 Purpose of Report**

- 1.1 To consider reconvening Working Parties/Task & Finish Groups established by the Leisure and Environment Committee.

**2.0 Background Information**

- 2.1 It is necessary to reconvene the Working Parties / Task and Finish Groups that are still operational.
- 2.2 Details of these bodies are attached as Appendix A to the report.
- 2.3 If the Committee determine that the Working Party/Task & Finish Group should be reconvened the membership of the Groups will require review.

**3.0 RECOMMENDATION**

**That the Leisure and Environment Committee reconvene the Working Parties/Task & Finish Groups in accordance with Appendix A of the report.**

**Reason for Recommendations**

**To reconvene the appropriate Working Parties/Task & Finish Groups.**

**Background Papers**

Nil.

For further information please contact Nigel Hill on Ext. 5243.

K.H. Cole  
Deputy Chief Executive

**WORKING PARTIES AND TASK & FINISH GROUPS**

**APPENDIX**

<b>Working Party/Task &amp; Finish Group</b>	<b>Date First Established</b>	<b>Date of Last Meeting/ (Next Scheduled Meeting)</b>	<b>Current Membership</b>	<b>Remit</b>
Leisure & Environment BWP <b>David Dickinson</b>	18 <sup>th</sup> June 2013 (Leisure & Environment Committee)  17 <sup>th</sup> June 2014 (Leisure & Environment reconvened)	6 <sup>th</sup> March 2014 (To be arranged)	<ul style="list-style-type: none"> <li>• Chairman &amp; Vice-Chairman of Leisure &amp; Environment Committee.</li> <li>• Councillor P.C. Duncan</li> <li>• Councillor D. Staples</li> <li>• Councillor Mrs C. Rose</li> </ul>	<ul style="list-style-type: none"> <li>• To enable Members to review the budgets.</li> </ul>

**REPRESENTATIVES ON OUTSIDE BODIES**

**1.0 Purpose of Report**

1.1 To consider whether the Committee would like to receive any feedback in the form of a report from the representatives on the Outside Bodies. A list of the representatives appointed to the Outside Bodies is detailed in Appendix A to the report.

**2.0 Background Information**

2.1 The Leisure & Environment Committee Chairman requested that a list providing the details of the representatives appointed to the Outside Bodies for the Leisure & Environment Committee be provided to the Committee, in order for them to decide whether they wished to receive feedback from the Members appointed to the Outside Bodies.

2.2 Details of these bodies are attached as Appendix A to the report.

**3.0 RECOMMENDATION**

**That the Leisure and Environment Committee determine what reports they wish to receive regarding representatives on Outside Bodies.**

**Reason for Recommendations**

**For the Committee to determine what reports they wish to receive regarding representatives on Outside Bodies.**

**Background Papers**

Nil.

For further information please contact Nigel Hill on Ext. 5243.

K.H. Cole  
Deputy Chief Executive

## LEISURE & ENVIRONMENT COMMITTEE REPRESENTATIVES ON OUTSIDE BODIES 2015/16

### LOCAL BODIES

Title of Organisation	Political Split			Representation until May 2016	Purpose of Organisation	Role of Council Members on Body / Member Comments	Relevant Committee
	Con	Lab	Ind				
Blidworth Community Centre Association (1)		1		Cllr. Linda Tift <i>(2014/15 Cllr Merry)</i>	To support the social engagement of residents and groups in the local area.	To assist with the allocation of funding to local residents and local groups.	Leisure & Environment
Bridge Community Centre (4)	1	1	2	Cllr. Irene Brown (Ind) Cllr. Gill Dawn (Ind) Roy Williams (Con) Cllr. Paul Peacock (Lab)  <i>(2014/15 Cllrs Brown, Dawn, Jones and Chris Gangel)</i>	To keep in order the finances, running and repairs of the building.	To advise when required and to speak on Centre's behalf when necessary. An elected Member usually chairs the meetings.	Leisure & Environment
Coddington Community Centre (1)	1			Cllr. John Lee <i>(2014/15 Mrs B. Rimmer)</i>	To manage the running of the Community Centre		Leisure & Environment
Management Committee of the Newark Branch of MIND (1)		1		Cllr. David Staples <i>(2014/15 as above)</i>	Provide advice and support and accommodation to people with mental health problems.	Observer.	Leisure & Environment

**LEISURE & ENVIRONMENT COMMITTEE REPRESENTATIVES ON OUTSIDE BODIES 2015/16**

Newark Homestart Management Committee (1)		1		To Be Confirmed <i>(2014/15 Cynd Willey)</i>	To support parents to grow in confidence, strengthen their relationships with their children and widen links with the local community. Finances are a continual issue.	Trustee. To participate in the role and activities of the Committee and offer local knowledge and knowledge of Council procedures.	Leisure & Environment
Rainworth Village Hall (1)		1		Cllr. Linda Tift <i>(2014/15 as above)</i>	To secure the establishment of a Village Hall and to maintain and manage, or to cooperate with any local statutory authority in the maintenance and management of the Village Hall, for activities promoted by the Association.		Leisure & Environment
Sherwood Children's Centre (Covering Bilsthorpe; Rainworth South and Blidworth; Edwinstowe and Clipstone; and Rainworth North and Rufford Wards) (1)		1		Cllr. Sheila Soar <i>(2014/15 Cllr R.L. Bradbury)</i>	To provide support to families with children 0-5 and antenatally, in disadvantaged areas.	Surestart Partnership Board Member.	Leisure & Environment

**LEISURE & ENVIRONMENT COMMITTEE REPRESENTATIVES ON OUTSIDE BODIES 2015/16**

Southwell Leisure Centre Trustees (6)	6			R. Adley B. Ashworth A. Gregory Cllr. Paul Handley Cllr. Penny Rainbow Cllr. Tim Wendels  <i>(2014/15 Colin Abbott, Bruce Ashworth, Cllrs Blaney, J. Bradbury, Handley, Harris)</i>	To manage the Centre (a registered charity) in accordance with its Scheme of Administration.	Appointed members become Trustees with a duty of care to the Trust. They provide links with the Leisure Services Committee who provide the 'deficit' grant aid.	Leisure & Environment
Trent Valley Drainage Board (4)	3	1		Cllr. Sylvia Michael (Con) Cllr. David Payne (Con) Cllr. Ivor Walker (Con) Cllr. Ben Wells (Lab)  <i>(2014/15 Cllrs J. Bradbury, Michael, Payne, I. Walker)</i>	Land drainage and flood risk management.	Represent the interests of Drainage Rate Payers in the formulation of policy.	Leisure & Environment

**EX-OFFICIO APPOINTMENTS**

Title of Organisation	Political Split			Representation until May 2016	Purpose of Organisation	Role of Council Members on Body / Member Comments	Relevant Committee
	Con	Lab	Ind				
St. Leonards Hospital Trust (1)	1			Chairman of the Council  <i>(2014/15 as above)</i>	To provide sheltered accommodation for residents of Newark and the surrounding area.	Trustee. To provide knowledge of caring for elderly people and the provision of housing. Chairman of the Council to be appointed as an ex-officio Trustee.	Leisure & Environment



**LEISURE & ENVIRONMENT COMMITTEE REPRESENTATIVES ON OUTSIDE BODIES 2015/16**

**OTHER BODIES**

Title of Organisation	Political Split			Representation until May 2014	Purpose of Organisation	Role of Council Members on Body / Member Comments	Relevant Committee
	Con	Lab	Ind				
Ageing Well(1)		1		Cllr. David Staples <i>(2014/15 as above)</i>	To promote the benefits to the inhabitants of the area through a common effort to advance education and to provide facilities in the interests of social welfare for reaction and leisure-time occupation with the object of improving conditions of life for the said inhabitants.		Leisure & Environment
East Midlands Museums Services (1)	1			Cllr. Tony Roberts <i>(2014/15 as above)</i>	To support local authorities in independent museum trusts to enhance and improve standards in the care and public use of museum collections in the region.	To represent the local authority and attend and vote at company meetings. May be nominated as trustee/director. All lead members invited to elected members panel.	Leisure & Environment
PATROL Adjudication Joint Committee – previously- National Joint Committee (Traffic Penalty Tribunal) (1)	1			Cllr. David Payne <i>(2014/15 Cllr Lloyd)</i>	To oversee the work of the Traffic Penalty Tribunal which adjudicates on appeals against parking fines. The Committee sits twice per year and attendance is optional.		Leisure & Environment

**LEISURE & ENVIRONMENT COMMITTEE REPRESENTATIVES ON OUTSIDE BODIES 2015/16**

Newark & Sherwood Community and Voluntary Service (1)	1			Mrs Jean Clarke <i>(2014/15 Cllr Mrs Tribe)</i>	Infrastructure organisation supporting the voluntary and community sector.	To bring experience, enthusiasm, skills and ideas into formulating policies which will be put into practice by CVS staff. Opportunities to be involved in recruitment and selection of CVS staff when vacancies arise.	Leisure & Environment
Nottinghamshire County Council Health Scrutiny Committee		1		Cllr. David Staples (Cllr. Tony Roberts – substitute)  <i>(2014/15 as above)</i>	To review and scrutinise health issues across the County.	Currently the District Council has one member on this Committee.	Leisure & Environment
Nottinghamshire Health and Wellbeing Board (Nottinghamshire County Council)	1			Cllr. Tony Roberts (Cllr. David Staples – substitute)  <i>(2014/15 as above)</i>	To oversee and review health and wellbeing issues within the County.	Currently the District Council has one member on this Committee.	Leisure & Environment
Sherwood Forest Hospitals NHS Foundation Trust (1)	1			Cllr. David Payne  <i>(2014/15 as above)</i>	The main acute hospitals trust providing healthcare services for people in and around Mansfield, Ashfield, Newark, Sherwood and parts of Derbyshire and Lincolnshire.	To represent views of the Council, advise on the strategic direction of the Trust, oversee the development of the membership body and help to ensure that local health priorities are met.	Leisure & Environment
Upper Witham Internal Drainage Board (1)	1			Cllr. David Clarke  <i>(2014/15 Cllr Shaw)</i>	Land drainage and flood protection in low lying areas of the District Council.	To maintain a liaison between the Council, the public and the Board in the areas covered.	Leisure & Environment

**LEISURE & ENVIRONMENT COMMITTEE REPRESENTATIVES ON OUTSIDE BODIES 2015/16**

**Newark and Sherwood District Council Owned Companies**

<b>Title of Organisation</b>	<b>Representation until May 2016</b>	<b>Purpose of Organisation</b>	<b>Role of Council Members on Body/Member Comments</b>	<b>Relevant Committee</b>
Active4Today Limited (3 Board Members)	Cllr. Roger Blaney (Con) Cllr. David Lloyd (Con) Cllr. Abbie Truswell (Lab)  <i>Representatives to be appointed for a four year term</i>	Wholly owned Council company set up to manage the Council's leisure and sports development services		Leisure & Environment

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

**1.0 Purpose of Report**

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

**2.0 Background Information**

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

**3.0 Proposals**

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

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

#### **4.0 Performance Comments**

4.1 The total for direct service net expenditure shows an under spend of **£341,260.00** against the profiled budget for the period to 31st March 2015. The detailed performance figures are shown at Appendix A.

4.2 Variations from the profiled budget to 31<sup>st</sup> March 2015 are itemised below:

4.2.1 **Employee Costs (£231K)** – Underspend mainly due to vacancies held within the following service areas:-

- **The National Civil War Centre** - £26k underspend linked to the opening of the NCWC and this offsets underachieved income. Vacant posts now filled.
- **Environmental Health – Proactive** - £17K in year vacancy - future of posts dependant on Collaborative arrangements with Rushcliffe Borough Council and Gedling Borough Council in 2015-16. Otherwise a review of this service will be carried out and a restructure considered.
- **Environmental Health - Reactive** - £35K in year vacancy - future of posts dependant on Collaborative arrangements with Rushcliffe Borough Council and Gedling Borough Council in 2015-16. Otherwise a review of this service will be carried out and a restructure considered.
- **Grove LC** - £18K staff vacancies - savings offsetting underachieved income.
- **Dukeries LC** - £15k staff vacancies - savings offsetting underachieved income.
- **Community Facilities Management** - £21K savings due to a restructure.
- **Sports Development** - £32K - due to changes in the budget process for in year external grants received by the Council which included project staffing costs - underspends offset underachieved grant income.
- **HQ Leisure** - £17K – in year vacancy.
- **Vehicle Pool** - £22K – vacant post covered by apprentice this post will be filled in 2015-16.

4.2.2 **Premises (£25K)** - underspend due to:-

- Small underspends across all service areas - across all codes (£14K).

- The variance on the gas budget is due to the milder autumn months of 2014 – (£9K).

#### 4.2.3 **Transport (£107K)** underspend due to:-

- Mainly due to **fuel prices** remaining steady and not increasing as originally estimated and the new fleet being more fuel efficient - £43K.
- The **tyre budget** is underspent by £9K.
- **Fitters charges and overhead** are underspent by £20K
- **Employee mileage** is underspent over a number of service areas by £16K and some 2015-16 budgets have been reduced to reflect this trend.

#### 4.2.4 **Supplies and Services (£62K) - Underspend mainly due to :-**

- A number of underspends across numerous service areas including professional services £10K and advertising £10K. There are underspends on the Palace Theatre agency costs which offset underachieved income on theatre hire - £28K.

#### 4.2.5 **Income** – Underachieved income is mainly due to:-

- **General £68K** –Sports Development grant income is down to budget and this has been offset by reduced salary costs due to changes in the budget process for in year grants received. This change enabled the budgets/receipts for the external projects to be much more transparent and satisfied the criteria of the funding agencies.
- NCWC income is underachieved due to the delay in opening the site £30K. Vehicle inspection income is down by £10K due to local competition from other MOT stations. Private estates income is up by £12K due to capital receipts received for selling a small portion of land acquired via a Section 106 agreement.
- **Leisure Centres - Wetside income** is up across all sites by £19k due to an increase in activity sales. **Dryside income and fitness suite** income are down by £22K across all sites as customers migrate to the membership scheme. **Activo Adult membership** is down by £69k across all sites mainly due to the 2014-15 starting base for adult membership and membership retention. **Children's membership** up by £47k due to improved sales. **Activo Swim** income is up by £6k.
- **Refuse – Waste disposal income** is down to budget because businesses are taking up recycling bins which have a cheaper disposal cost than normal trade waste. However this income is normally paid over to NCC at the end of the financial year - £19k down. **Garden waste income** is down by £23k. This is a new scheme and income is not as high as anticipated. Budget for 2015-16 has been kept at the same level as the scheme will be rolled out to a wider area hopefully attracting new customers. **Trade waste income** is up by £12k due to an increase in the number of trade waste bins being emptied. **Household bulky waste** is above profile by £14k and this is due to an increase in bulky waste clearance for NSH.
- **Culture** – Box Office income is over-achieved on base budget by £100,000, and by £30,000 on the revised budget (which takes into account the additional expenditure which corresponds to this income). This is reflected in improved attendance figures, with 4,000 more tickets sold for direct promotion performances than in 2013/14, and average attendance up from 49% to 51%.

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

## **5.0 RECOMMENDATION**

**The overall position of the Leisure and Environment Committee net expenditure compared to budget at 31<sup>st</sup> March 2015 is accepted.**

### **Reason for Recommendation**

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

### **Background Papers**

Nil

For further information please contact Angela Hayward on Ext 5325

David Dickinson  
Director - Resources

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

	<u>Base Budget 2014/15</u>	<u>Profile Budget 31/03/2015</u>	<u>Actual Expenditure 31/03/2015</u>	<u>Variance</u>	<u>Budget Officer Comments</u>
EMPLOYEES	£5,480,550	£5,253,816	£5,022,887	-£230,929	This underspend is mainly due to in year vacancies at the National Civil War Centre, Domestic Refuse, Environment Health Proactive and Reactive, The Grove and Dukeries LC, HQ Leisure, Sports Development, Community Facilities Management and the Vehicle Workshop.
PREMISES	£1,015,270	£973,649	£948,734	-£24,915	
<i>General</i>	£700,440	£680,459	£666,445	-£14,015	Small underspends across all service areas.
<i>Electricity</i>	£169,170	£159,030	£157,393	-£1,637	
<i>Gas</i>	£145,660	£134,160	£124,896	-£9,264	Underspend due to a milder Autumn 2014 .
TRANSPORT	£1,399,410	£1,380,787	£1,273,515	-£107,272	Mainly due to fuel prices remaining steady and not increasing as originally estimated. Fitters costs underspent due to a vacant post and employee mileage costs underspent reflecting vacancies etc.
SUPPLIES AND SERVICES	£1,991,250	£2,330,924	£2,268,442	-£62,482	Mainly due to a number of small underspends across numerous service areas - Palace Theatre agency costs are underspent .
TRANSFER PAYMENTS	£0	£0	£0	£0	
<b>TOTAL EXPENDITURE</b>	<b>£9,886,480</b>	<b>£9,939,175</b>	<b>£9,513,577</b>	<b>-£425,598</b>	
INCOME	-£4,664,570	-£4,878,904	-£4,794,565	£84,338	
<i>General</i>	-£1,290,120	-£1,378,954	-£1,310,675	£68,278	Underachieved income mainly due to a Sports Development Grant unrecovered due to an underspend in salaries on a grant funded scheme. In addition Vehicle Pool workshops, overheads and inspection income is underachieved . Income budgets for the National Civil War Centre have not been achieved due to the later opening date of the museum.
<i>Leisure Centres</i>	-£1,866,970	-£1,869,470	-£1,847,165	£22,305	This underachieved income is due to the adult direct debit scheme not starting at the budgeted base at the beginning of the year. It started much lower than anticipated. In addition dryside income is down. However children's membership income is buoyant and wetside activity has seen an increase in sales.



<i>Refuse</i>	-£792,790	-£832,790	-£804,978	£27,812	Waste disposal income is down to profile budget because businesses are taking up recycling bins which have a cheaper disposal cost than normal trade waste. However this income is paid over to NCC at the end of the financial year. Garden waste income is down to profile This is a new scheme and income is not as high as anticipated. Budget for 2015-16 has been kept at the same level as the scheme will be rolled out to a wider area attracting new customers. Trade waste income is above profile due to an increase in the number of trade waste bins being emptied Household bulky waste income is up and this is due to an increase in bulky waste clearance for NSH.
<i>Workshop Rents</i>	-£18,710	-£18,710	-£20,530	-£1,820	
<i>Car Parks</i>	-£8,400	-£8,400	-£5,730	£2,671	
<i>Culture</i>	-£687,580	-£770,580	-£805,488	-£34,908	Box Office income is over-achieved on base budget by £100,000, and by £30,000 on the revised budget (which takes into account the additional expenditure which corresponds to this income). This is reflected in improved attendance figures, with 4,000 more tickets sold for direct promotion performances than in 2013/14, and average attendance up from 49% to 51%.
<b>TOTAL INCOME</b>	<b>-£4,664,570</b>	<b>-£4,878,904</b>	<b>-£4,794,565</b>	<b>£84,338</b>	
<b>NET EXPENDITURE</b>	<b>£5,221,910</b>	<b>£5,060,272</b>	<b>£4,719,012</b>	<b>-£341,260</b>	
<b>MEMORANDUM ITEMS</b>					
<i>Support</i>	£2,488,440	£2,488,440	£2,255,168	-£233,272	Support services are charged to budget heads at the end of the financial year. The direct costs of providing central services are scrutinised in the relevant portfolio.
<i>Capital</i>	£609,360	£609,360	£526,622	-£82,738	Capital charges are applied to accounts at the end of the financial year and reversed 'below the line' so have no impact on the Council Tax payer.
<i>Recharged Support Services</i>	-£1,485,300	-£1,485,300	-£1,336,987	£148,313	Central support services are recharged in full to service budgets.
<b>TOTAL PER BUDGET BOOK</b>	<b>£6,834,410</b>	<b>£6,672,772</b>	<b>£6,163,816</b>	<b>-£508,956</b>	

**UPDATE REGARDING THE NATIONAL CIVIL WAR CENTRE – NEWARK MUSEUM**

**1.0 Purpose of Report**

- 1.1 To update Committee on the opening and initial operation of the National Civil War Centre, the performance over May and June and steps to completion of the offer.

**2.0 Background Information**

- 2.1 The National Civil War Centre – Newark Museum (NCWC) is a result of a £5.4 million project, supported by a Heritage Lottery Fund (HLF) grant of £3.5 million, combined with support from NSDC (£1.9 million) and Nottinghamshire County Council (£500k), which refurbished the Old Magnus buildings, building a modern reception, circulation and access space and created the Civil War and Newark galleries.
- 2.2 NCWC opened to the public over the launch weekend of 3<sup>rd</sup> and 4<sup>th</sup> May 2015 with the ‘Fortress Newark’ Civil War spectacular. The launch event captured the both the public and the media’s attention with around 1,000 re-enactors from the Sealed Knot, English Civil War Society and History Re-enactment Workshop bringing Newark Castle, Queen’s Sconce, Riverside Park, Market Square and NCWC to life. In addition re-enactors recreated Civil War Newark from Saturday 2<sup>nd</sup> May.
- 2.3 It is estimated that around 10,000 spectators were present on each of the two event days. The main car parks were full; indications are that car park income doubled with businesses reporting takings up over 50% year on year.
- 2.4 Media interest reached a peak over the launch weekend with all regional television stations covering the weekend with radio from BBC Nottingham, Lincs FM, BBC Lincoln and Smooth FM East Midlands. Press features continued throughout the weekend covering both news and feature articles with in excess of 50 feature and news journalists covering the NCWC story in the lead up to and over the launch event.
- 2.5 NCWC has been a challenging restoration and development project. The travails and delays caused by the roof of the Tudor building, the staircase collapse and additional asbestos have been reported previously. At public opening the main visitor experience elements of the offer were present; Civil War Gallery and Cinema, Newark Galleries, Temporary Exhibition spaces presenting Magnum Photos: Failing Leviathan, Tudor Hall with Doddington Armour and shop and reception.
- 2.6 For the opening weekend the main staircase within the circulation core was not complete which prevented access to the visitor toilets. The visitor lift was able to work on the opening weekend, prior to formal commissioning. Delays with the glass panels to the staircase and electrical faults with the lift meant that the stairs, lift and toilets opened to the public on 20<sup>th</sup> June. Whilst the lift was unavailable the website and social media channels advised potential visitors that access was limited. Free entry for two months for wheelchair users is currently being offered.

- 2.7 Visitor feedback has been mostly positive, recognising the buildings and circulation space required completion and highlighting areas for improvement. Visitor feedback has been sought by staff and volunteers to understand the visitors' expectations and what improvements should be undertaken. Campbell & Co, the exhibition designers, and the exhibition contractors are scheduled to complete snagging to the existing exhibitions and complete areas which had not been finished by Woodhead Heritage at opening. These include the Magnus Exhibition – outlining the buildings' history and use as a school, the Tudor Dormitory featuring historic graffiti, the visitor signage and wayfinding, and external signage to the Centre.
- 2.8 Woodhead Heritage is anticipating completion of the internal works, subject to comprehensive and detailed snagging, for 10<sup>th</sup> July. External works such as paving and surface drainage is expected to be complete for the end of July.
- 2.9 **Performance**
- 2.9.1 Over the first two months the NCWC has welcomed 8,778 visitors of which 1,387 have purchased annual passes. Admission income is at £44,076 at a yield of £5.02. This compares with the profiled budget of £53,100 and a yield of £4.50. Anecdotally the variance in performance results from local visitors waiting to visit until the building contractors have finished. With continued marketing, PR and summer activity programme it is anticipated that full budget will be achieved by year end.
- 2.9.2 Retail sales have been at £1.07 per head against our anticipated sph of £1.50. Performance has increased since early June with sales of the Pitkin Guide to the Civil Wars being actively offered to visitors until we complete our own Guide to the Civil Wars.
- 2.9.3 Learning visits have been a surprising early success with five schools visiting so far with seven already booked for the remainder of the year. Enquiries for bookings are arriving daily with schools from Swindon and London enquiring about the practicalities of bringing groups around 100 strong. Whilst we have invested a great deal of creativity in our learning offer, such early performance is unusual given the traditional long lag time in educational visit bookings.
- 2.9.4 Organised groups have been another strong area of performance with ten groups visiting during the daytime and three evening groups visiting at a premium £10 a head cost. Future bookings are also strong with nine groups booking for the remainder of the year with three after hours.
- 2.9.5 The Tudor Hall has welcomed its first corporate hire with the charity Skillforce using the venue for an awards presentation. Newark Advertiser will launch their Business Awards in July, the University of Leicester's joint Civil War conference with NCWC in August and Morgan Tucker, consulting engineers, will be holding their 10<sup>th</sup> Anniversary celebrations in September.
- 2.10 **Marketing and Communications**
- 2.10.1 The NCWC leaflet is in distribution with over 165,000 leaflets available across over 3,000 locations.

- 2.10.2 Smooth FM East Midlands will advertising the NCWC from mid-July until the end of August to over 350,000 listeners.
- 2.10.3 Press advertising is being targeted at the crucial summer holiday market at regional 'schools out' activity supplements.
- 2.10.4 PR continues with launches for; the Newark Torc (covered by BBC, Central and Notts TV), the launch of Magnum Photos – Failing Leviathan covered by specialist press, with future activity planned for summer holiday family activity and the joint Leicester University conference.

## **2.11 Developments**

- 2.11.1 Short term developments include; external signage highlighting the Centre on Appletongate, interpretative panel to Tudor Hall, re-numbering and improving object labels, providing context to cinema films, tweaking trail leaflet to include timeline and clarifying the 'digging deeper' information points. It is anticipated that these developments will be complete for end July.
- 2.11.2 Medium term developments being explored include providing a timeline to the Civil War Gallery including major battles and political developments, expanding the 'digging deeper' points to include Civil War characters and battles, developing an interactive exploring sieges across the three kingdoms supported by existing graphic of Newark's 3<sup>rd</sup> siege, increasing number of civil war objects and evaluating the circulation core to increase interpretation space.

## **3.0 Proposals**

- 3.1 The report is for noting. Consideration should be given to regular performance and development updates.

## **4.0 Equalities Implications**

- 4.1 No equalities implications within this report.

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

- 5.1 None as part of this report.

## **6.0 RECOMMENDATION**

**That the National Civil War Centre progress report be noted and regular updates are brought to the Committee.**

### **Reason for Recommendation**

**To advise Members of the Leisure and Environment Committee of the progress of the National Civil War Centre.**

Background Papers

Nil

For further information please contact Michael Constantine on Ext 5766

Matthew Finch

Director - Customers