



Tuesday, 17 September 2019

Dear Sir/Madam

A meeting of the Leisure and Health Committee will be held on Wednesday, 25 September 2019 in the New Council Chamber, Town Hall, Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors:	S A Bagshaw	H Land
	D Bagshaw (Vice-Chair)	R D MacRae
	M J Crow	G Marshall
	S Easom	J P T Parker
	S Kerry	P D Simpson
	H G Khaled MBE	I L Tyler (Chair)
	P Lally	

## AGENDA

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

PAGES 1 - 4

The Committee is asked to note the minutes of the Leisure and Environment Committee meeting held on 12 June 2019.

Town Hall, Foster Avenue, Beeston, Nottingham, NG9 1AB

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4. TERMS OF REFERENCE PAGES 5 - 6
- To inform the Committee of its terms of reference in order to provide information on its remit and potential future areas of consideration.
5. BROXTOWE CONSOLIDATION PARKING PLACES ORDER 2020 PAGES 7 - 14
- To recommend that statutory advertising be undertaken for the Consolidation parking places order 2020.
6. LEISURE FACILITIES STRATEGY PAGES 15 - 16
- To recommend that a company be appointed to undertake the council's Leisure Facilities Strategy.
7. EVENTS 2020 PAGES 17 - 20
- To update the Leisure Committee on the events programme to be delivered throughout 2020.
8. PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - LIBERTY LEISURE LIMITED PAGES 21 - 30
- To report progress against outcome targets identified in the Liberty Leisure Limited Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.
9. PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - HEALTH PAGES 31 - 36
- To report progress against outcome targets identified in the Community Safety and Health Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.
10. WORK PROGRAMME PAGES 37 - 38
- To consider items for inclusion in the Work Programme for future meetings.

11. EXCLUSION OF PUBLIC AND PRESS

**The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.**

12. LEISURE FACILITIES STRATEGY

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## LEISURE AND ENVIRONMENT COMMITTEE

WEDNESDAY, 12 JUNE 2019

Present: Councillor H E Skinner, Chair

Councillors: D Bagshaw  
S Easom  
L Fletcher  
J W McGrath  
J P T Parker  
P D Simpson  
I L Tyler  
E Williamson  
R D Willimott

Councillors R I Jackson and M Radulovic MBE attended as ex-officio members of the Committee.

1 DECLARATIONS OF INTEREST

Councillor J W McGrath declared a non-pecuniary interest in item 4 as a relation was employed by Liberty Leisure, minute number 3 refers.

2 MINUTES

The minutes of the meeting on 23 January 2019 were confirmed and signed as a correct record.

3 LIBERTY LEISURE PRESENTATION

The Committee received a presentation from the Chief Executive of Liberty Leisure regarding its work in the Borough. Following the presentation there was a discussion about the success of Liberty Leisure and the organisation was congratulated on the service it provides to the Borough.

4 PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - LIBERTY LEISURE LIMITED

With the permission of the Chair, this item was moved forward in the agenda.

The Committee noted progress made in achieving the Business Plan for Liberty Leisure Limited and the current Key Performance indicators. There was a question regarding the programme of pop-up cinema events and it was noted that the Liberty Leisure Team was hoping to do more pop-up cinema events in future.

## 5 BRAMCOTE LEISURE CENTRE CONDITION SURVEY

The Bramcote Leisure Centre Survey was noted and members were asked to consider a response to the report alongside the need for a long-term Leisure Facilities Strategy. There was particular reference to exploring the possibility of building a new leisure centre rather than investing further funds in repairs to an ageing asset. The timescales for providing a new leisure centre were discussed and it was considered that between three and five years presented a realistic timescale for getting the relevant planning permissions, consultation and building of such a facility.

A discussion followed regarding the condition of Kimberley and Chilwell Olympia Leisure Centres and whether the responsibility would lie with the Council for renovating assets that were shared with partner agencies. The importance of Joint Use Agreements was noted with regard to assets that were shared with schools.

There followed a debate concerning the future of Leisure Services. There was a consensus that the Council would provide Leisure Services in the Borough for the foreseeable future, but there was concern that the Leisure Facilities Strategy could make recommendations that would not be commensurate with the will of the Committee.

An amendment to the recommendation was proposed by Councillor S Easom and seconded by Councillor L Fletcher. On being put to the meeting the amendment was carried.

**RECOMMENDED to the Finance and Resources Committee that £30,000 be allocated in the capital programme for the employment of external consultants to prepare a Leisure Facilities Strategy and that the Council continue to provide Leisure Services within the Borough.**

## 6 CLEAN AND GREEN

The Committee noted progress on the Clean and Green initiative, with particular reference to waste days. These were considered to have been successful, though there were concerns that people from outside of Broxtowe had benefited from bringing their waste.

## 7 CEMETERY RULES AND REGULATIONS

The Committee considered the changes to Cemetery Rules and Regulations covering the five cemeteries managed by the Council. A minor amendment was made regarding headstone measurements.

There followed a discussion about selling graves out of sequence. It was noted that graves could not be bought out of sequence so that cemeteries could be managed effectively.

**RESOLVED that the new Cemetery Rules and Regulations be approved.**

8 NOTTINGHAMSHIRE PRINCIPLES FOR THE REDUCTION OF CONTAMINATION

The Committee noted the report and the document entitled Nottinghamshire Principles for the Reduction of Contamination. It was considered that the level of contamination was low compared to the other districts in Nottinghamshire.

There followed a discussion about what happened when the householder was not the person who has contaminated the bin dry recyclable waste bin. It was noted that all missed bins could be reported to the Waste and Recycling team and would be collected within three working days.

Debate progressed on to the types of plastics that could be recycled under the countywide contract. It was considered that variations nationally could be the cause of confusion when recycling plastics. The Committee noted however, that the most harmful contaminants to a load of dry recyclables were nappies, glass food and textiles, all of which could cause widespread contamination to load as a whole and were much more damaging than incorrect plastics.

9 PRIDE IN PARKS - PLAY AREA AND PARKS/OPEN SPACE IMPROVEMENTS

Members noted the progress of the Pride in Parks initiative including gaining funding from Waste Recycling Environmental and the Pocket Parks initiative.

10 HICKINGS LANE RECREATION GROUND - PROPOSED LEASE WITH STAPLEFORD TOWN FOOTBALL CLUB

The Committee considered the proposal from Stapleford Town Football Club to enter into a 25 year lease with the Council for Football pitch three at Hicking Lane Recreation Ground. The good work of the club with regards to combating anti-social behaviour and providing an important service to the community were discussed.

**RECOMMENDED to the Policy and Performance Committee that the Council subject to agreeing Heads of Terms with the Stapleford Town Football Club to grant a 25-year lease for pitch 3 at Hickings Lane Recreation Ground to Stapleford Town Football Club.**

11 PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN - ENVIRONMENT - OUTTURN REPORT

The progress made against outcome targets identified in the Environment Business Plan were discussed with particular reference to the provision of floral displays.

It was noted that floral displays, including those on road traffic islands and hanging baskets needed to be sponsored by local businesses and that the Council was always looking for appropriate sponsors.

12 WORK PROGRAMME

A number of ideas for the Work Programme were discussed. It was agreed that an item on allotments should be added to the Work Programme.

**RESOLVED that the Work Programme, as amended, be approved.**



## Report of the Interim Strategic Manager

### **TERMS OF REFERENCE**

1. Purpose of report

To inform the Committee of its terms of reference in order to provide information on its remit and potential future areas of consideration.

2. Detail

At the full Council meeting held on 17 June 2019 members approved the terms of reference for all committees, included within these were the terms of reference for the Leisure and Health Committee which are attached at the appendix.

It should be remembered that it requires full Council approval to make amendments to the Constitution, therefore should any amendments be proposed to the terms of reference in future, this would require the agreement of a full Council resolution.

### **Recommendation**

**The Committee is asked to NOTE the report.**

Background papers

Nil

## APPENDIX

**Leisure and Health Committee – terms of reference**

1. To determine policies to promote artistic, sporting and cultural activities within the Borough.
2. To develop, adopt and implement any other policy (other than those policy documents reserved to the full Council or within the remit of any Committee) and without prejudice to the generality of the foregoing to develop, adopt and implement:
  - a) Policies for the management of all buildings and lands held leisure purposes including leisure centres and museums.
  - b) Equalities Strategy.
  - c) The Arts and Events and Leisure strategies.
  - d) Policies for car parking, allotments and cemeteries
3. To organise and implement twinning and friendship activities.
4. To receive the minutes of the Equalities Working Group.
5. To provide strategic direction to any delivery body established by the Council to fulfil the purposes over which the Committee has responsibility.
6. To approve the letting of contracts to third parties where the value of the contract exceeds delegation limits as set out in procurement standing orders. (where within budget).
7. To determine attendance of members at conferences.
8. To approve in principle events taking place in parks, open spaces and recreation grounds owned or managed by the Council.
9. Identify opportunities for future income generation and cost savings.
10. Examine further procurement and collaborative working opportunities with the private sector and other local authorities.
11. Review the Council's arrangements that each Council service area has in place to respond to individuals, who may have mental health issues and need to access Council services.

## Report of the Deputy Chief Executive

**BROXTOWE CONSOLIDATION PARKING PLACES ORDER 2020**1. Purpose of report

To recommend that statutory advertising be undertaken for the Consolidation parking places order 2020.

2. Background

Broxtowe's off-street car parks are currently regulated through a range of off-street car parking orders. There are a number of reasons why a Consolidation parking places order is now considered appropriate. These include:

- Exempting vehicles made or specifically adapted for wheelchairs / mobility scooters from the height and weight restrictions that currently apply to them.
- Including the two Beeston Square service yards in the Order so unauthorised parking can be prevented (they currently have no enforceable restrictions).
- Adding new clauses relating to electric vehicles and virtual payment methods.
- Making all car parks long stay, but incentivising short stay parking in the current short stay car parks through the tariff regime - the advantage of doing this being that any car park can be made "short stay" or "long stay" simply by adjusting the tariffs (a 28-day process) rather than through the Order process (6 months).
- Consolidating all the current diverse orders into one consistent order.

3. Detail

A summary of the necessary legal processes and timescales is given in appendix 1. The proposed schedule, which will form part of the statutory advertising, is given in appendix 2. The Committee is asked to note that there is no intention to withdraw the current charging concessions as part of this process (i.e. free after 4pm Monday to Friday, free after 12 noon Saturdays). The Committee will see from appendix 1 that it has two opportunities to consider any objections to this Order before it is approved.

4. Financial considerations

There are costs (advertising, printing etc.) associated with the process outlined above and these are estimated to be less than £1,000. Provision for these has been made in the 2019/20 revenue budget for car parks.

**Recommendation**

**The Committee is asked to RESOLVE that delegated authority be given to the Deputy Chief Executive and the Head of Legal Services to finalise and undertake the required statutory consultation.**

Background papers

Nil

## APPENDIX 1

Timescale and stages for the Consolidation parking places order 2020

Wednesday 25 September 2019	<b>Committee</b> approval to consult on proposal
Monday 30 September 2019	Statutory Consultation letters sent out (informal) documents online and in reception + site notice
Sunday 20 October 2019	Consultation deadline (21 days) Start preparing legal notices and adverts during this period.
Thursday 24 October 2019	Allow 3 weeks to modify documents following consultation and prepare Notice of Proposal documentation
Wednesday 13 November 2019	<b>Committee</b> consider the informal consultation responses (if any) and agree to publish formal Notice of Proposals
Monday 18 November 2019	Publish Notice of Proposals – site notices – mail shot letters – reception and council website publication, send letters to coincide with advert – and site notices
Monday 16 December 2019	Objection deadline (28 days) Start preparing legal notices and adverts to facilitate the notice of making prepare response for committee
Wednesday 22 January 2020	<b>Committee</b> consider any objections and agree to making of the order – leave 5 working days before acting on the committee’s decisions (i.e. before making the Order) to allow for possible call-ins of the decisions.
Friday 31 January 2020	Sealing of the order
Monday 3 February 2020	Publication of Notice of Making – site notices – mail shot letters, reception and council website publication + site notices.
Monday 16 March 2020	Order comes into force (6 weeks after order is made), car park signs erected or amended accordingly

The following provisos apply:

1. The above is an estimated timetable and is based upon the assumption that the implementation procedure runs smoothly with no unexpected delays.
2. Any substantial change made to an Order after the Notice of Proposals has been published may require the publication process to be repeated, adding a substantial number of weeks to the above process. This could occur, for instance, following the consideration of objections to the proposed Order by Committee.
3. Committee would be required to consider any objections raised against the proposed Order and respond to them. Time must be factored-in for this process. A delay in putting the report to Committee and acting on Committee's response could extend the timescale.
4. Any new Order is potentially subject to a challenge by application to the High Court during the 6 weeks following the making of the Order (this is reflected in the final stage above).
5. Under certain circumstances, which are unlikely to affect this Authority, a Public Inquiry is mandatory; otherwise, a Public Inquiry is at the discretion of the Local Authority. Were such an Inquiry deemed necessary, it would add substantially to the above estimate.

#### Variation of charges after they have been introduced

Once car parking charges have been introduced, the procedure for amending the charges is streamlined and does not require the detailed consultation and objection procedure set out above.

Amendments to car parking charges may be implemented by the publication of a 'Notice of Variation' in a local newspaper giving full details of the changes and when they will be brought into force. This must be accompanied by notices displayed in and around the relevant off-street parking places, which must be legibly displayed throughout the notice period.

The notice of variation must:

- Identify the date when it is to come into force;
- Identify every parking place to which the notice relates;
- Specify in each such parking place:
  - the charges payable for the use of the parking place at the date the notice is given'
  - the charges that will be payable when the notice comes into force.

A minimum notice period of 21 days is required.

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## BROXTOWE BOROUGH COUNCIL

**SCHEDULE OF PARKING PLACES, TIMES AND CHARGES OF USE UNDER THE PROPOSED ORDER****1. Pay and Display Car Parks, Category A:**

Victoria Street, Eastwood. Albion Street, Derby Street (South), Middle Street, Station Road (Central) (Former Multi-storey car park site), Former Fire Station and Portland Street Beeston.

<b>Waiting Period</b>	<b>Charge</b>
Up to 1 hour*	£0.00p
Up to 2 hours	£1.00p
Up to 3 hours	£1.50p
Over 3 hours	£2.00p

**Permitted Times of Use:** Public parking Monday to Saturday between prescribed times with no time limit and a continuous period not exceeding 12 hours on all days. No return within 1 hour and only one free period per day. Blue badge holders up to 3 hours free no charge £0.00, normal charges apply therefore after

Quarterly parking permit	£70.00p
Annual parking permit	£250.00p

Maximum stay 12 hours  
No return within 1 hour  
One free period per day  
**\* Only with a free Voucher**

**2. Pay and Display Car Parks, Category A3:**

Devonshire Avenue, Beeston: permit holders only except Saturday and Sunday between prescribed times, with no time limit and a continuous period not exceeding 12 hours and no return within 1 hour.

<b>Waiting Period</b>	<b>Charge</b>
Up to 12 hours	£0.00p

Permit parking only Mon- Fri

**Permitted Times of Use:** Public parking Saturday and Sunday between prescribed time with no time limit and a continuous period not exceeding 12 hours on all days. No return within 1 hour and only one free period per day where applicable. Permit parking Monday to Friday between prescribed times.

Maximum stay 12 hours  
No return within 1 hour  
One free period per day

**3. Pay and Display Car Parks, Category A2:**

Cliffe Hill Avenue, Halls Road, Stapleford. Victoria Street, Kimberley. Sun Inn, Oxford Street Eastwood. Derby Street (Middle), and Middle Street (central) Beeston.

<b>Waiting Period</b>	<b>Charge</b>
Up to 1 hour*	£0.00p
Over 1 hour	£1.00p

**Permitted Times of Use:** Public parking Monday to Saturday between prescribed times with no time limit and a continuous period not exceeding 12 hours on all days. No return within 1 hour and only one free period per day. Blue badge holders up to 3 hours free no charge £0.00, normal charges apply therefore after

Annual parking permit	£150.00p
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Maximum stay 12 hours  
No return within 1 hour  
One free period per day  
**\* Only with a free Voucher**

**4. Pay and Display Car Parks, Category B:**

Foster Avenue, Chilwell Road, City Road, Wilmot Lane, Regent Street, Beeston. Eatons Road and Victoria Street, Stapleford. Scargill Walk and King Street, Eastwood.

<b>Waiting Period</b>	<b>Charge</b>
Up to 1 hour*	£0.00p
Up to 2 hours	£1.00p
Up to 3 hours	£1.50p
Over 3 hours	£15.00

**Permitted Times of Use:** Public parking Monday to Saturday, with no time limit and a continuous period not exceeding 12 hours on all days. No return within 3 hours between prescribed times and only one free period per day. Blue badge holders up to 3 hours free no charge £0.00, normal charges apply therefore after

No return within 3 hours  
One free period per day  
**\* Only with a free Voucher**

**5. Zero-Charge Car Parks, Category A1: Long Stay**

Station Road, Kimberley

**Waiting Period**  
Maximum Stay  
12 hours

**Charge**  
No Charge

**Permitted Times of Use:** Public parking Monday to Sunday between prescribed times with no time limit and a continuous period not exceeding 12 hours on all days.

**6. Zero-Charge Car Parks, Category C1: Short Stay**

Alexandra Street, Eastwood, Newdigate Street and James Street Kimberley.

**Waiting Period**  
Maximum stay  
3 hours

**Charge**  
No Charge

**Permitted Times of Use:** Public parking Monday to Sunday except bank holidays, but including Good Friday between prescribed times limited to 3 hours maximum and no return within 3 hours between prescribed times.

No return within 3 hour

**7. Zero-Charge Car Parks, Category C2: General**

King Georges Park, Bramcote, (as amended)

**Waiting Period**  
Maximum Stay  
3 Hours

**Charge**  
No Charge

**Permitted Times of Use:** Public parking Monday to Friday except bank holidays, but including Good Friday between prescribed times limited to 3 hours. No return within 3 hours. Except bank holidays, but including Good Friday.

No return within 1 hour

**8. Permit Only Parking Places, Category D : Permit**

Derby Street (Residents), Foster Avenue (Police permit parking area) Regency Court, Bradley Court, Jessamine Court, Yew Tree Court and The Lilacs (Housing), Station Road Service Yard and Styring Street Service Yard, Beeston. Victoria Street and Wellington Street (Housing) Eastwood. Rockwell Court (Housing) Stapleford.

**Waiting Period**  
Full day

**Charge**  
No Charge

**Permitted Times of Use:** Permit parking Monday to Sunday (inclusive) No time limit and 24 hours on all days.

Permit Parking Only

**9. Pay and Display Car Parks, Category H:**

Station Road, Beeston and Technology Drive, Beeston

**Waiting Period**  
Up to 24 hours  
(arrival between  
Midnight and 10.00am  
Mon to Friday)

**Charge**  
£4.50p

**Permitted Times of Use:** Public parking Monday to Sunday inclusive, with no time limit and a continuous period not to exceed 7 days. Except bank holidays, but including Good Friday.

Up to 24 hours  
(arrival between  
10.00am and Midnight  
Monday to Friday,  
arrival anytime  
Saturday or Sunday) £2.30p

Up to 2 days £6.00p  
Up to 3 days £8.00p  
Up to 4 days £10.00p  
Up to 5 days £12.00p  
Up to 6 days £14.00p  
Up to 7 days £16.00p



**10. Recreation and Leisure Facility Car Parks, Category E**

Beeston Fields Recreation Ground, Leyton Crescent Recreation Ground and Weir Field Recreation Ground, Beeston. Bramcote Hills Park, Bramcote Leisure Centre, Bramcote.

**Waiting Period**

Full day

**Charge**

No Charge

**Permitted Times of Use:** Permit parking Monday to Sunday (inclusive) No time limit and 24 hours on all days

Brinsley Headstocks, Brinsley. Inham Nook Recreation Ground, Chilwell. Cossall Nature Reserve, Cossall. Colliers Wood, Greasley. Greenhills Road, Eastwood. Hickings Lane Recreation Ground Car Park 1, Hickings Lane Recreation Ground Car Park 2, Ilkeston Road Recreation Ground, Pasture Road Recreation Ground and Queen Elizabeth Park, Stapleford. Greenwood Community Centre and Manor Farm Recreation Ground Car Park 1, Manor Farm Recreation Ground Car Park 2, Toton. Pit Lane Recreation Ground, Trowell.

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## Report of the Deputy Chief Executive

**LEISURE FACILITIES STRATEGY**1. Purpose of report

To recommend that a company be appointed to undertake the council's Leisure Facilities Strategy.

2. Background and detail

Members will recall the report of 12 June to this committee recommending the appointment of consultants to undertake a Leisure Facilities Strategy. That work has now been tendered and the results of that exercise are detailed in the exempt appendix.

3. Financial considerations

As approved by Finance and Resources Committee on 11 July 2019, the 2019/20 capital programme includes £30,000 for the employment of external consultants to prepare a Leisure Facilities Strategy.

**Recommendation**

**Committee is asked to RESOLVE that Continuum Sport & Leisure be appointed to undertake the Council's Leisure Facilities Strategy at a cost of £24,128.**

Background papers

Nil

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## Report of the Managing Director, Liberty Leisure Limited

**COMMUNITY EVENTS PROGRAMME 2020**1. Purpose of report

To update the Leisure Committee on the events programme to be delivered throughout 2020.

2. Background

The Liberty Leisure Limited Business Plan agreed with the Council reduced the Events Team budget by £20,000. The budget for 2019-20 events programme increased by £9,850 on the previous year to £146,850 including, insurance, event infrastructure, all staffing costs and incomes. The proposed budget for 2020-21 is £150,640 assuming a reduction of the management fee from the council to the company of around £90,000.

The planned programme is a mix of free and paid for events that take place at venues throughout the Borough. Many of the events are those seen in previous years while new events have been introduced with the intention of providing a wider, diverse offer for residents whilst operating within allocated budgets.

The 2020 programme of events is detailed in the attached appendix.

3. Financial implications

The costs of delivering the events programme detailed in the appendix is contained within Liberty Leisure Limited's revenue budgets.

**Recommendation**

**The Committee is asked to NOTE the report**

Background papers

Nil

## APPENDIX

## 2020 Event Programme (Delivered Directly by Liberty Leisure Limited)

Event	Location	Date	Times	Expected attendance	Notes
Hemlock Happening	Bramcote Hills Park & Ilkeston Road Rec (parking)	6/6/2020	1300-1800	4000-5000	Free Entry - Community event with music, schools performances, local community groups and fairground rides
Eastwood Play Day	Coronation Park, Eastwood	28/07/2020 (TBC)	1200-1600	1300	Free Entry - Family event targeting 0-13 year olds
Stapleford Play Day	Ilkeston Road Recreation Ground, Stapleford	30/07/2020 (TBC)	1200-1600	1700	Free Entry - Family event targeting 0-13 year olds
Chilwell Play Day	Inham Nook, Chilwell	03/08/2020 (TBC)	1200-1600	1500	Free Entry - Family event targeting 0-13 year olds
Kimberley Play Day	Kimberley School Field, Kimberley	05/08/2020 (TBC)	1200-1600	1500	Free Entry - Family event targeting 0-13 year olds
Timewarp 1940s	Dovecote Lane, Beeston	12 Sep 2020 (TBC)	1200-1800	1000-1500	1940s themed event with £5 admission charge per person
Mini Reel	Hickings Lane Recreation Ground, Stapleford	13/08/2020 (TBC)	14:30-16:30	500+	Kid's Cinema Day - admission £1 per person screening 14:30
Mini Reel	Lanes Recreation Ground, Awsworth	16/08/2020 (TBC)	14:30-16:30	500+	Kid's Cinema Day - admission £1 per person screening 14:30
Mini Reel	Dovecote Lane, Beeston	15/08/2020 (TBC)	14:30-16:30	500+	Kid's Cinema Day - admission £1 per person screening 14:30

Event	Location	Date	Times	Expected attendance	Notes
Mini Reel	Brinsley Recreation Ground	14/08/2020 (TBC)	14:30-16:30	500+	Kid's Cinema Day - admission £1 per person screening 14:30
Reel Outdoors	Hickings Lane Recreation Ground, Stapleford	13/08/2020 (TBC)	1930-2145	500+	Admission charge - £7.50 full £5 concession and £10/£8 on the door screening (Children free)
Reel Outdoors	Lanes Recreation Ground, Awsworth	16/08/2020 (TBC)	1930-2145	500+	Admission charge - £7.50 full £5 concession and £10/£8 on the door screening (Children free)
Reel Outdoors	Dovecote Lane, Beeston	15/08/2020 (TBC)	1930-2145	500+	Admission charge - £7.50 full £5 concession and £10/£8 on the door screening (Children free)
Reel Outdoors	Brinsley Recreation Ground	14/08/2020 (TBC)	1930-2145	500+	Admission charge - £7.50 full £5 concession and £10/£8 on the door screening (Children free)
D.H. Lawrence Festival	Borough Wide	Aug-Sep 2-3 weeks	Various	2000	Main events included - DH. Lawrence Roots Festival, D.H Lawrence Society Lectures and walks, Brinsley Headstocks Festival, Beauvale Priory Beer Festival
Kimberley CLSO	Newdigate St	13/11/2020 (TBC)	1800-2000	700	Christmas Lights Switch on for the whole community

Event	Location	Date	Times	Expected attendance	Notes
Stapleford CLSO	Walter Parker VC Square	21/11/2020 (TBC)	1630-1830	900	Christmas Lights Switch on for the whole community
Eastwood CLSO	Nottingham Road	24/11/2020 (TBC)	1800-2000	3000	Christmas Lights Switch on for the whole community
Beeston CLSO	Beeston Square	28/11/2020 (TBC)	1630-1830	4000	Christmas Lights Switch on for the whole community

**2020 Events (Supported by Liberty Leisure Limited)**

Freedom Parade	Broxtowe Borough Council/ Eastwood Town Council	TBC	TBC	600	L Leisure providing advice and event day support.
Remembrance Parade	Broxtowe Borough Council/	TBC	TBC	600	L Leisure providing advice and event day support.



**Joint report of the Deputy Chief Executive and the Managing Director, Liberty Leisure Limited****PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN  
PROGRESS – LIBERTY LEISURE LIMITED**1. Purpose of Report

To report progress against outcome targets identified in the Liberty Leisure Limited Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are subsequently approved by the respective Committees each year.

3. Performance Management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management is considered following the year-end.

This report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Liberty Leisure Limited Business Plan. It provides a summary of the progress made to date on key tasks and priorities for improvement in 2019/20 and the latest data relating to Key Performance Indicators (KPI). This summary is detailed in appendix 1.

**Recommendation**

**The Committee is asked to NOTE the progress made in achieving the Business Plan for Liberty Leisure Limited in addition to the current Key Performance Indicators for 2019/20.**

Background papers

Nil

## APPENDIX

## PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. This plan sets out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the period, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

The Liberty Leisure Business Plan is reviewed and refreshed annually. The latest Business Plan was approved by the Liberty Leisure Ltd Board in February 2018. The Liberty Leisure Business Plan was approved at Full Council on 6 March 2019.

The Liberty Leisure Business Plan links to the Council's corporate priority of Health that was approved by the Overview and Scrutiny Committee on 1 and 3 February 2016. The Council's priority for Health is 'People in Broxtowe enjoy longer, active and healthy lives'. Its objectives are to:

- Increase the number of people who have active lifestyles (He1)
- Work with partners to improve the health of the local population (He2)
- Reduce alcohol related harm in Broxtowe (He3)

The Liberty Leisure Business Plan details the projects and activities undertaken in support of the Corporate Plan Health priority area. The business plan covers a three-year period and will be revised and updated annually. A suite of milestones and Key Performance Indicators (KPIs) will be used to monitor progress against key tasks and targets. During the first full trading year of the company a thorough review of the performance monitoring will be undertaken to identify more relevant KPIs, to refine targets and to ensure reporting to the Council is relevant, consistent and manageable.






3. Performance Management

As part of the Council's performance management framework, this Committee receives regular reports of progress against respective Business Plans. This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2019/20 (as extracted from the Pentana Performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).






The Council and Liberty Leisure monitor performance using the Pentana Performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.

The key to the symbols used in the Pentana Performance reports is as follows:






#### Action Status Key






Icon	Status	Description
	Completed	The action/task has been completed
	In Progress	The action/task is in progress and is currently expected to meet the due date
	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
	Cancelled	This action/task has been cancelled or postponed





#### Performance Indicator Key






Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only



## Liberty Leisure Limited Key Tasks and Priorities for Improvement 2019/20

Status/Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Warning 	LL1720_G05	Review and where appropriate implement changes to Central Support Functions	Streamline back office functions and improve financial efficiencies	<b>55%</b>	31-Mar-2020	The Human Resources, Finance, Health and Safety, Audit and Performance and Payroll agreements are complete and signed. Work is progressing to complete the ICT agreement. Review dates have been scheduled for the services provided.
Overdue 	LL1720_K01	Fast Track Entry System at Kimberley Leisure Centre	Reduce queuing times to improve the experience of members accessing the fitness facilities	<b>93%</b>	30-Jun-2019	The fast track turnstile has been installed and operating. The impact of the installation on reducing queue times is to be completed.
Warning 	LL1821_B01	Treatment Room	Additional sales of new treatment room.	<b>70%</b>	31-Mar-2020	The identified tenant pulled out. The process of advertising this opportunity is underway.
In Progress 	LL1922_B01	Fast track entry system at Bramcote Leisure Centre	Reduce queuing times to improve the experience of users	<b>0%</b>	31-Mar-2020	The viability of this will be reviewed following completion of the Leisure Facilities Strategy and customer and staff feedback on the system installed at Kimberley Leisure Centre.
Completed 	LL1922_C01	Multi-Functional Activity Room	Create a multi-functional room, extending fitness opportunities while increasing options for other activities.	<b>100%</b>	30-Jun-2020	Completed. The birthday party programme is being reviewed to provide a new package to be offered in this space.

Status/Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Completed 	LL1922_E01	Museum and Self-Guided Tours	Increase visitors to the site and improve the efficiency of the service	<b>100%</b>	30-Jun-2019	Total visits increased by 18% compared to the same period last year. Income increased by 5% for the same period.
In Progress 	LL1922_E02	Reinterpret the museum tours, add an additional programmed space, and target local people	Increase visitors to the museum	<b>28%</b>	30-Dec-2019	The exhibition space held its first exhibition 'Life Without Limits'. A series of summer workshops around designing comics will culminate in our next exhibition.
In Progress 	LL1922_E03	Museum, Flexible working and community outreach	Increase service users and decrease the subsidy per head	<b>0%</b>	31-Mar-2021	Work on this action is scheduled to begin by April 2020
In Progress 	LL1922_E04	Investigate commercial opportunities initially including open air cinemas, bonfire night and small indoor partnership opportunities	High quality, ticketed events reducing the subsidy to the event programme	<b>35%</b>	31-Mar-2020	Outdoor cinemas events for families and adults, along with other new events have taken place. The initial impact of these events is difficult to gauge with certainty due to a number of events being cancelled or moved due to wet and windy weather throughout the summer. Events for 2020 are to be reviewed over the next month.
In Progress 	LL1922_G01	Implement a programme of digital developments to improve member retention increasing direct debit fitness memberships	Increase the number of members who are active each month. Increase the number of direct debits collected each year.	<b>20%</b>	31-Mar-2020	Member Prospecting software is identified, due diligence testing to be completed. Aim to have software in place and working by the end of December 2019.







Status/Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
In Progress 	LL1922_G02	Online joining and payments	Enable frictionless links from social media marketing to joining and paying Improve accuracy of data capture to assist with maintaining data security and improve administrative efficiency	<b>16%</b>	30-Sep-2019	The software provider, Clarity Omnico have finalised their roll out of the online joining product. The webpage visuals and processes are complete. Once the software is integrated with system testing of the online joining option will be undertaken prior to launch.
In Progress Page 26 	LL1922_G03	Events Ticket Platform	Reduce expenditure Potential additional income Support local clubs	<b>81%</b>	31-Dec-2020	Events ticket platform is integrated into the Liberty Leisure Ltd website. Bookings and payments are being taken for events and training events.
In Progress 	LL1922_G04	Set up Liberty Leisure Limited as a Direct Debit Bureau	Have the ability to collect direct debits for other organisations	<b>20%</b>	31-Mar-2020	Available options for the most appropriate way to set up as a Direct Debit Bureau have been investigated.
In Progress 	LL1922_G05	Deliver the changes and actions detailed in the Liberty Leisure Limited operational strategies	Ensure that the company develops its people, marketing and communications, quality of delivery and business ideas	<b>10%</b>	31-Mar-2022	Developments that have been completed include: - Implementing an internal accredited first aid training programme - Implementing a new Volunteer Policy. - A project to reduce inactivity in the Borough - Increasing opportunities at the museum.

Status/Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Completed 	LL1922_G07	Implement annual charge to renew a junior leisure card	Increase income to improve the company's efficiency	<b>100%</b>	31-May-2019	Changes came into effect on 1 April 2019
Completed 	LL1922_G08	Review trade refuse supplier	Realise a financial efficiency	<b>100%</b>	31-May-2019	Changes came into effect on 1 April 2019
In Progress 	LL1922_G09	Introduce Les Mills Virtual Group Exercise Classes	Attract new members while improving the retention of existing fitness members	<b>78%</b>	31-Mar-2022	In July 2019 Les Mills Virtual fitness classes generated an additional 606 attendances
In Progress 	LL1922_K03	Creating a functional fitness space at Kimberley Leisure Centre	Improve retention of existing fitness members	<b>5%</b>	31-Mar-2021	Initial work is underway clearing the identified space in preparation for any future development decision.
In Progress 	LL1922_K05	Investigate potential partnership funding, planning potential and local support to develop additional car park space and full size 3G football pitch at Kimberley Leisure Centre	Increase attendance and income through football activities Increase fitness memberships and income	<b>63%</b>	31-Mar-2021	The Football Facility Strategy with the FA is complete. A meeting is to be arranged between the Chief Executive (Broxtowe Borough Council) and the FA to discuss ways forwards.

Status/Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
In Progress 	LL1922_S01	Implement the Get Active Strategy	Reduce inactivity levels and increase the number of volunteers	<b>23%</b>	31-Dec-2021	Partnership with Public Health and Active Notts agreed 'Inactivity of residents with Mental Ill Health' is the focus of the work. A range of mental health services have agreed to work in partnership with Liberty Leisure Ltd. A steering group of health professionals and councillors scheduled for 12 September 2019.
In Progress 	LL1922_S03	Sports Events	Increase the number of sports events available. While generating efficiencies by working with community groups	<b>5%</b>	31-Mar-2021	Beeston AC have assisted in the organisation of the Bramcote fun run Only limited progress on this action. With changing priorities this action will be reviewed.



## Liberty Leisure Limited Key Performance Indicators 2019/20

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q1 2019/20	Target 2019/20	Short Trend	Long Trend	Latest Note
Data Only 	LLData_G05 Management Fee from the Council to Liberty Leisure Limited	£1,160K	£1,030K	£ 995K	-			Management fee of £995,000 awarded for 2019/20
Green 	LLLocal_G04 Expenditure - Liberty Leisure Limited (ALL)	-£4,395K	-£4,236K	-£876K	-£1,147K	Improving	Improving	Figures are provisional taken from Civica Financials and are subject to final accounting.
Green  Page 29	LLLocal_G05 Income - Liberty Leisure Limited (EXCLUDING Mgt Fee)	£ 4,583K	£ 3,574K	£ 969K	£ 942K	Improving	Improving	Figures prior to 2018/19 include the Management Fee. Figures from 2018/19 exclude the fee to provide a more accurate reflection of performance.
Green 	LLLocal_G06 DD Total Direct Debit collections	88,281	94,711	23,890	23,751	Improving	Improving	An increase has been seen in both gym members and children on swimming lessons
Red 	LLLocal_G07 Subsidy per Visit	58.1p	-	-	68.7p			Data to be submitted September with results expected in December.
Green 	LLLocal_G08 APSE Customer Satisfaction Survey - LL	70%	80%	-	72%			Data to be submitted September with results expected in December 2019.

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**Joint report of the Chief Executive and the Deputy Chief Executive****PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN  
PROGRESS – HEALTH**1. Purpose of Report

To report progress against outcome targets identified in the Community Safety and Health Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are subsequently approved by the respective Committees each year.

3. Performance Management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management is considered following the year-end.

This report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Community Safety and Health Business Plan. It provides a summary of the progress made to date on key tasks and priorities for improvement in 2019/20 and the latest data relating to Key Performance Indicators (KPI). This summary is detailed in appendix 1.

**Recommendation**

**The Committee is asked to NOTE the progress made in achieving the Business Plan for Community Safety and Health in addition to the current Key Performance Indicators for 2019/20.**

Background papers

Nil

## APPENDIX

## PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. This plan sets out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the period, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

Business Plans linked to the five corporate priority areas, including Community Safety and Health, were approved by the Full Council on 6 March 2019, following recommendations from the respective Committees in January/February 2019.

The Council's priority for Health is 'People in Broxtowe enjoy longer, active and healthy lives'. Its objectives are to:

- Increase the number of who have active lifestyles (He1)
- Work with partners to improve the health of the local population (He2)
- Reduce alcohol related harm in Broxtowe (He3)

The Business Plans detail the projects and activities undertaken in support of the Corporate Plan for each priority area. These cover a three-year period and are revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee. This will include a detailed annual report where performance management and financial outturns are considered together following the year-end as part of the Council's commitment to closely align financial and performance management.






3. Performance Management

As part of the Council's performance management framework, this Committee receives regular reports of progress against the elements of the Community Safety and Health Business Plan and the Liberty Leisure Limited Business Plan. This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2019/20 (as extracted from the Pentana Performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).






The Council monitors its performance using the Pentana Performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.

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#### Performance Indicator Key

Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only

## Health Key Tasks and Priorities for Improvement 2019/20

Status/Icon	Action Code	Action Title	Progress	Due Date	Comments
In Progress 	LSP1921H.1	Tobacco Action Plan	<b>25%</b>	31-Mar-2020	“No Smoking Day” promoted; New sessions for “No Smoking Clinics” arranged; “Stoptober” event currently being planned with the Stop Smoking Service.
In Progress 	LSP1921P	Child Poverty Action Plan	<b>42%</b>	31-Mar-2020	Several actions within the plan have been completed and others are underway.
In Progress 	LSP1921C	Children and Young People Action Plan	<b>32%</b>	31-Mar-2020	Presentations made to partners on Childcare for Young Children and Care Leavers. Work on other information sessions is underway.
In Progress 	LSP1921D	Dementia Action Plan	<b>8%</b>	31-Mar-2020	42 Dementia Friends recruited since April 2019.
In Progress 	LSP1921H	Health Action Plan	<b>21%</b>	31-Mar-2021	Raising awareness Integrated Wellbeing Service. Information gathering for the Broxtowe Partnership Board on Homelessness. Working with Liberty Leisure Limited on social prescribing, physical activity and mental health insight project.
In Progress 	COMS1922_07	Achieve Well Being at Work Accreditation to improve staff welfare and wellbeing	<b>33%</b>	31-Mar-2020	Anticipated that accreditation will occur in October 2019.

## Health Key Performance Indicators 2019/20

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q1 2019/20	Target 2019/20	Short Trend	Long Trend	Latest Note
Red 	ComS_ 085 Referrals	93	103	20	-	Getting Worse	Getting Worse	
Red 	ComS_ 085a Positive Outcomes	61 (66%)	94 (91.3%)	15 (75%)	- (70%)	Getting Worse	Getting Worse	
Green 	LLLocal_G09 Percentage of Inactive Adults in Broxtowe	23.9%	n/a	n/a	25.1%	Improving	Improving	2016/17 = 26.1%
Green 	LLLocal_G02 Total Attendance Liberty Leisure Limited (ALL)	1,709K	1,7209K	439.7K	1,730K	Improving	Improving	Data is provisional however the figures to date show a year on year increase for the period April to June.

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**Report of the Interim Strategic Director**

**WORK PROGRAMME**

1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

13 November 2019	<ul style="list-style-type: none"> <li>• Performance Management – Review of Business Plan Progress – Liberty Leisure Limited (MP)</li> <li>• 2020/21 Budget - Review of the Council's management subsidy to Liberty Leisure</li> <li>• Broxtowe Consolidation Parking Places Order 2020 – Review of informal Consultation Responses</li> </ul>
22 January 2020	<ul style="list-style-type: none"> <li>• Business Plans and Financial Estimates 2019/20 – 2021/22 – Liberty Leisure (MP)</li> <li>• Active Notts presentation – Partnership with Liberty Leisure on improved health outcomes</li> <li>• Mental Health support to residents and employees– Action plan and progress report</li> <li>• Dementia friendly Council – Action plan and progress report on the two dementia friendly bungalows</li> <li>• Health promotion actions – Update report on joint work with partners with the LSP to improve health and wellbeing</li> <li>• Liberty Leisure Ltd – 3<sup>rd</sup> Quarter Performance report</li> <li>• Liberty Leisure Ltd – 2<sup>nd</sup> Quarter Performance report</li> <li>• Broxtowe Consolidation Parking Places Order 2020 – Consideration of Objections</li> </ul>

**Recommendation**

**The Committee is asked to CONSIDER the Work Programme and RESOLVE accordingly.**

Background papers  
Nil

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