



Tuesday, 5 November 2019

Dear Sir/Madam

A meeting of the Leisure and Health Committee will be held on Wednesday, 13 November 2019 in the Council Chamber, Council Offices , 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 Legal Services 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	

A G E N D A

1. APOLOGIES FOR ABSENCE

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 confirm as a correct record the minutes of the meeting held on Wednesday, 25 September 2019.

4. CITIZENS ADVICE

The Committee will receive a presentation from Citizens Advice.

5. MENTAL HEALTH INITIATIVES IN BROXTOWE

PAGES 5 - 16

To provide an update on initiatives to support mental health wellbeing in Broxtowe.

6. BROXTOWE CONSOLIDATION PARKING PLACE ORDERS 2020

PAGES 17 - 22

To report back on the outcome of the recent (informal) statutory consultation, and to recommend that the Council proceeds to the next stage of the process, the formal publishing of the Notice of Proposals.

7. PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - LIBERTY LEISURE LIMITED

PAGES 23 - 32

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.

8. PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - HEALTH

PAGES 33 - 38

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.

9. WORK PROGRAMME

PAGES 39 - 40

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

LEISURE AND HEALTH COMMITTEE

WEDNESDAY, 25 SEPTEMBER 2019

Present: Councillor I L Tyler, Chair

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

Apologies for absence were received from Councillors S Kerry, P Lally and G Marshall.

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 MINUTES

The minutes of the Leisure and Environment meeting held on 12 June 2019 were confirmed and signed as a correct record.

3 TERMS OF REFERENCE

The Committee noted its Terms of Reference.

4 BROXTOWE CONSOLIDATION PARKING PLACES ORDER 2020

The Committee considered the Consolidation Parking Places Order 2020. It was noted that by consolidating the parking places orders this would exempt vehicles made or specifically adapted for wheelchairs and mobility scooters from the height and weight restrictions that currently apply to them. Additionally, it was proposed to alter the length of all car parks to long stay with tariffs incentivising short stay usage.

RESOLVED that delegated authority be given to the Deputy Chief Executive and the Head of Legal Services to finalise and undertake the required statutory consultation.

5 LEISURE FACILITIES STRATEGY

The Committee considered the results of the tendering exercise for the appointment of consultants to undertake the Leisure Facilities Strategy. It was requested that the Town and Parish Councils be included in any formal consultation in relation to leisure facilities.

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

6 EVENTS 2020

The Committee noted the Community Events Programme to be delivered by Liberty Leisure during 2020/21. 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 contains a mixture of free and paid events across the borough.

The Committee requested that a breakdown of the costing and effectiveness of the play day events be provided.

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

The Committee were updated on the progress against outcome targets identified in the Liberty Leisure Limited Business Plan, linked to Corporate Plan priorities and objectives.

8 PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - HEALTH

The Committee were updated on the progress against outcome targets identified in the Community Safety and Health Business Plan, linked to Corporate Plan priorities and objectives.

The Committee raised concern that there was no indication on how the health priorities are monitored and their success rate.

9 WORK PROGRAMME

The Committee considered the Work Programme.

RESOLVED that the Work Programme be approved, subject to the inclusion of further reports on Hemlock Mountain biking and a presentation from the CAB.

10 EXCLUSION OF PUBLIC AND PRESS

RESOLVED 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 ground that it involved the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.

11 LEISURE FACILITIES STRATEGY

The confidential appendix was noted.

This page is intentionally left blank

Report of the Chief Executive**MENTAL HEALTH INITIATIVES IN BROXTOWE**1. Purpose of report

To provide an update on initiatives to support mental health wellbeing in Broxtowe.

2. Detail

In the last Council term, a Mental Health Working Group was established to consider mental health issues and come up with recommendations for improvements. Appendix 1 sets out the terms of reference for the Mental Health Working Group, and progress on implementing the recommendations that were agreed. Appendix 2 sets out the joint strategic needs analysis lines of enquiry which were followed by the group, appendix 3 sets out the terms of reference of the Mental Health Employee Champions Group and appendix 4 is an evaluation by the housing section of the summer holiday activity event.

3. Financial implications

A budget of £10,000 for mental health initiatives was included in the 2019/20 revenue budget. Funding of £25,000 was earmarked in the 2019/20 budget to support a pilot mental health initiative in Eastwood.

Recommendation

The Committee is asked to NOTE the report.

Background papers

Nil

APPENDIX 1

Terms of reference of Mental Health Working Group

In May 2018 Council agreed to set up a task and finish group in the following terms.

“The Group would review the 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.

Recommendations would be made in order to continue to improve the responsiveness of Council services to these residents. It is proposed that the terms of reference be set broadly to enable the making of appropriate recommendations to the Policy and Performance Committee. The Committee would also receive the minutes of the Working Group.”

The approach was evidence led. The working group followed the Joint Strategic Needs analysis for mental health for adults and older people and children and young people and developed lines of enquiry from the evidence that were found in those documents (appendix 2).

The group identified activities and actions which were already contributing positively to positive mental health including:

- Jobs club in Eastwood grant aided by the Council
- Child poverty action plan
- White ribbon accreditation
- Children and Young people’s multi-agency task group and action plan
- Guidance for managers on autism and online training
- Grants for voluntary groups and charities in Broxtowe
- Grant for Broxtowe Youth Homelessness
- Walk and talk sessions
- Events and community engagement activity
- Dementia vision and action plan, including newbuild dementia friendly bungalows
- Dementia cafes Beeston and Eastwood
- Employee stress management policy
- PAMASSIST programme for employees
- Making every contact count training
- Mental health first aid training for employees
- Grants to voluntary sector organisations encouraging social contact, practical help and peer support
- Health multi agency partnership and action plan
- Smoking cessation action plan
- Looked after children council tax discount scheme
- Customer Learning journey: people with learning disabilities
- Get Active Strategy which promotes exercise and activity and addresses needs of lonely and isolated people
- People strategy which has mental wellbeing as a central priority

- Middle Street community resources centre in Beeston is a valuable resource for people with mental health problems in Broxtowe

These are actions the group identified as desirable and recommended to Council. Progress made against each item is indicated.

1. A small mental health budget be considered as part of the budget for 2019/20. (We have allocated £10,000)

Achieved
2. Raising awareness of mental health in the community be endorsed during Mental Health Awareness week (13-19 May 2019).

Achieved
3. An internal campaign to promote good employee mental health be developed (A communications plan supports this).

Achieved
4. As part of the internal campaign the PAM Assist service be actively promoted.

Achieved
5. Employee champions for employee mental health be identified to undertake actions to support good mental health including actions on the Action for Happiness website (this has been set up). (Terms of reference are set out in appendix 2).

Achieved
6. It be mandatory for all managers to attend mental health first aid training.

100 managers have now completed this training.
7. Councillors be encouraged to take mental health first aid training.

Outstanding - to be included in member training programme
8. The Council become a member of the 'We're In' project and a member champion for mental health be identified. A member champion (Councillor Fletcher) was been appointed.

Achieved
9. Quiet rooms are being designed into our offices as part of the New Ways of Working project.

In hand as part of office refurbishment

10. The Housing section to organise summer holiday activities in housing areas for low income families with children in association with Liberty Leisure Limited.

Achieved in Summer 2019. Evaluation attached as appendix 3.

11. Consideration be given to supporting access to free events and swimming opportunities in Broxtowe.

Free swimming in school holidays continued. Additional event in Brinsley as part of this Summer's activities programme. Events programme is being re-looked at for next year.

12. Broxtowe Youth Voice be asked to contribute their ideas to support the mental health of young people in Broxtowe.

They were included in the working group through the Youth Mayor. It is also proposed to support the Broxtowe Youth Voice to come up with a Youth Action Plan to go to Policy and Performance Committee as a separate move

13. The Mayor will host a lunch in 2019 at which to present certificates of recognition and appreciation for the contribution of voluntary organisations such as Hope Nottingham, Framework, Canaan Trust, Broxtowe Youth Homelessness and CAB in preventing homelessness in Broxtowe.

To be included as part of Councillor Brown's year of office.

14. A new web page will be introduced on the website signposting people to useful resources to support good mental health - this has just been designed.

Achieved

15. The Council investigate the possibility of a student placement from Nottingham Trent University to undertake a survey on mental health and wellbeing.

This was explored but we did not manage to attract a placement. A borough-wide survey concerning wellbeing in the borough be conducted along the lines of the survey carried out by the ONS.

Not yet completed

16. That mental health wellbeing as a result of the Council's day to day operations be considered by conducting Equality Impact Assessments when adopting new policies.

Incorporated into the EIA framework

17. The 'Champions' group be asked to consider initiatives for the 'happiness' calendars and implementation of such initiatives be discussed at the group's next meeting.

Further initiatives are coming forward from the Champions group. These included a new Menopause Policy which was recently approved by the Personnel Committee.

We have consulted with stakeholders, and have supported a project to address the needs of people with mental health problems in Eastwood (investment £20,000).

This initiative has commenced. Progress is being reported to the next Local Strategic Partnership meeting.

APPENDIX 2

Mental Health of children and young people joint strategic needs analysis.**Lines of Enquiry**

1. What is available in terms of parenting course provision in Broxtowe. Are there gaps in provision?
2. What support is there for lone parents in Broxtowe?
3. What support is there for parents bringing up disabled children in Broxtowe?
4. What are the views of the Youth Council regarding the mental health of young people in Broxtowe?
5. How does the youth council think the use of social media affects the mental wellbeing of children and young people? Do they have views about what the council should do in this area?
6. Does the Youth Council feel there are adequate online resources for young people to support their mental health?
7. Does the Youth Council feel young people who self-harm or who have eating disorders have sufficient access to services and support?
8. Does the Youth Council think young people who are gay, bisexual or transgender in Broxtowe have needs to support their wellbeing that have not been recognised?
9. What is a “think family” approach and what would it look like if it were fully integrated into our service provision?
10. What more can Broxtowe do to support “looked after” children living in our area to reduce their risk of mental health disorder... e.g. offer work experience opportunities
11. How does the Homeless prevention team work?
 - To address the mental health risks young people (16-25) encounter when they are threatened with homelessness?
 - To identify and take account of the mental health needs of children within homeless families
12. How does the Community safety team take account of the mental health needs of children and young people who may be offenders or at risk of offending?

Joint strategic needs analysis mental health of adults and older people. Lines of enquiry

1. How easy is it for people with mental health difficulties to access information about support and assistance?
2. How could Broxtowe’s website provide useful information or signpost people to relevant resources?

Joint strategic needs analysis mental health of adults and older people. Lines of enquiry

3. What is the reason behind why Broxtowe has significantly higher life satisfaction and feeling that life is worthwhile scores compared with other Notts districts and the England average? How can we build on this to achieve even greater success in future?
4. What is the “100 happy days” initiative. Can we get involved?
5. What social prescribing is happening in Broxtowe?
6. Are “books on prescription” available in Broxtowe. If not can we help to get it going?
7. What self-help is available for people with mental health problems in Broxtowe
8. How can Broxtowe encourage and support more social prescribing in our area?
9. What more can Broxtowe do to support more resilient communities?
10. How is the mental health concordat operating in Broxtowe?
11. Is volunteering being promoted in Broxtowe to reduce social isolation?
12. Is befriending in Broxtowe addressing the issue of loneliness and social isolation which is a risk factor for mental ill health
13. How is liberty Leisure Ltd promoting physical activity?
14. How is Liberty Leisure reaching out to and including people with mental health problems?
15. Does Liberty Leisure have any ideas as to how people with mental health difficulties can be supported and enabled to enjoy active lifestyles?
16. How will the new Liberty Leisure Get Active strategy help people with mental health difficulties?
17. How is the jointly employed mental health worker supporting the needs of people with mental health difficulties?
18. What ideas does the mental health worker have about how the needs of people with mental health problems can be further supported?
19. How do front line employees and Councillors support people who threaten to self-harm or commit suicide?
20. What policies and procedures can be introduced to ensure that Broxtowe is well equipped to respond well to people going through mental health crises?
21. Is the “vulnerable people’s panel” an effective way to reduce risk of harm to people suffering from mental health problems?
22. How holistic are the packages of care offered to homeless people who have

Joint strategic needs analysis mental health of adults and older people. Lines of enquiry
mental health problems?
23. What is the experience of the CAB in supporting people with mental health difficulties?
24. What further ideas do the CAB have which may make life better for people with mental health difficulties?
25. What is the experience of the CAB in assisting people with mental health difficulties who need help because of indebtedness and what more can be done to help?
26. What is the experience of the Police in handling and supporting the needs of people with mental health difficulties in Broxtowe?
27. What proportion of employee absence is due to mental ill health?
28. Is the stress management policy an effective tool to address stress at work?
29. How effective is the PAMASSIST service in supporting employees with mental health problems?
30. How can the new People Strategy address and promote mental health in the workplace?
31. What further ideas does the HR manager have to promote good mental health in the workplace?
32. What ideas to Unions have to support and promote the mental health of employees?
33. What ideas do employees have to support and promote the mental health of employees?
34. What is the experience of Housing staff in addressing the housing needs of people with mental health problems?
35. What is the experience of Revenues and benefits and customer service staff in addressing the housing needs of people with mental health problems?
36. What is the experience of Independent living co-ordinators in addressing the needs of people who live in our supported accommodation?
37. What is the evidence regarding to access to green space and good mental health?
38. In the light of the council's investment in green spaces how can we develop a centre of excellence in using our green spaces to promote the mental health

Joint strategic needs analysis mental health of adults and older people. Lines of enquiry

of the population?

39. What more can we do to support those who care for others? (eg particularly those living with dementia or disabled relatives?)

40. Do refugees in Broxtowe have mental health needs that need to be supported?

41. How does Change Grow Live who support people in Broxtowe with drug and alcohol issues to cease their addiction support their clients who also have mental health difficulties?

42. What ideas does Change Grow Live have regarding what more can be done to help their clients?

APPENDIX 3

Employee Mental Health Champions Group terms of reference

1. To promote employee resilience and wellbeing
2. To encourage positive behaviours and attitudes resulting in a happy, compassionate and supporting working environment for all employees
3. To create conditions where people feel comfortable and safe to be open and honest about their feelings and to encourage good listening skills and skills in supporting people who face mental health challenges
4. To educate managers on the importance of good mental health in the workplace and their responsibilities in promoting good mental health and supporting employees with mental health difficulties with compassion and empathy
5. To help develop self-sustaining healthy teams
6. To develop resources for good mental health - including signposting
7. To give people strategies and tools to promote mental wellbeing
8. help people to understand anyone can suffer from mental health conditions and there should be no negative stigma attached to asking for or needing help with mental health difficulties

Housing Summer Engagement Activities

Engagement Activities

A key priority for Housing is to 'Become an Excellent Housing Provider' and to help meet this objective a range of activities were arranged during summer 2019. These activities provided an opportunity to promote housing services and allow customers informal opportunity to meet with officers.

The summer activity programme included:

- Volunteer's Fair at Oban House
- Broxtowe Community Celebration Event
- Beeston Carnival and
- Stapleford and Eastwood Play Days.

Over 200 residents attended the Play Days which provided officers and tenants with opportunities to discuss Housing Services and gain guidance about tenancy issues whilst their children played and took part in the "House Building Challenge.

Mental Health Working Group

The Mental Health Working Group tasked the Housing Team to "organise summer holiday activities in housing areas for low income families with children, in association with LLeisure". Two initiatives took place, which were both funded by United Living's, Corporate Social Responsibility Fund:

Free Leisure Cards

In Stapleford North and Eastwood South tenants were encouraged to access Leisure facilities through the provision of free Leisure Cards.

A total of 45 leisure cards were issued and allowed tenants and their families to take advantage of summer swimming sessions. It has been decided to extend this project into 2020 and further vouchers will be provided to the families in the New Year. It is hoped that this will allow the families to make sustained changes which will provide longer term benefits. An impact assessment will be undertaken to monitor the long term effects of this initiative.

Outward Bound event

A trip to Lea Green Learning and Development Centre, Matlock was organised for tenants with a family member affected by mental health issues. A group of 24 tenants and their families attended. The day focused on developing the participants skills of building relationships and confidence, developing communication skills and problem solving. The group were supported by training instructors throughout the day and completed problem solving/co-operative games; rope courses and archery.

The event was positively received by participants; *"Having a day out together is an accomplishment for us. So making it and having a lovely day is a win, trying things we never would normally and feeling supported and encouraged. Thank you."*

"I came. That doesn't mean a lot to most but for me even coming here, never mind trying new things is a big achievement."

This page is intentionally left blank

Report of the Deputy Chief Executive

BROXTOWE CONSOLIDATION PARKING PLACES ORDER 20201. Purpose of report

To report back on the outcome of the recent (informal) statutory consultation, and to recommend that the Council proceeds to the next stage of the process, the formal publishing of the Notice of Proposals.

2. Background and detail

Committee will recall the report of 25 September 2019 which explained that Broxtowe's off-street car parks are currently regulated through a range of off-street car parking orders. It also gave a number of reasons as to why a Consolidation parking places order is now considered appropriate. These related to:

- Vehicles made or specifically adapted for wheelchairs / mobility scooters.
- The two Beeston Square service yards.
- Electric vehicles and virtual payment methods.
- Simplifying the process for changing long stay to short stay and vice versa.
- Consolidating all the current diverse orders.

The first stage of the process is informal statutory consultation and this has recently been completed.

Appendix 1 gives details of the consultation undertaken and the four responses received. No significant responses were received either by telephone, email or in writing to challenge the content or parking places order making process. In the absence of any such response, given the wide reaching audience targeted, this should be considered as supportive and an acceptance of the proposed Order.

A summary of the necessary legal processes and timescales is given in appendix 2. The proposed schedule, which will form part of the statutory advertising, was given in the report of 25 September.

3. Financial considerations

There is a small cost (<£1,000) associated with the various stages of public advertising of the off-street car parking order.

Recommendations

1. **The Committee is asked to RESOLVE that delegated authority be given to the Deputy Chief Executive to finalise and undertake the required publication of the Notice of Proposals.**
2. **Committee is asked to CONSIDER the consultation responses received and to RESOLVE to respond as per appendix 1.**

Background papers

Nil

APPENDIX 1

Organisations consulted as part of the informal statutory consultation stage**Mandatory**

- Road Haulage Association
- Freight Transport Association
- Police
- County Council (as highway authority)

Major stakeholders, advisory

- Community and disability groups
- Town and parish councils
- Neighbouring district councils
- Bus companies

Optional, but considered appropriate

- Sports clubs
- Health centres
- Major businesses

Note: This stage does not require the erection of notices on site or newspaper advertising. This happens at the next (formal) stage of the process and normally draws more comments and objections.

Consultation responses received and suggested Council response

1. Notts Police: “*I have no comment to make*” No response proposed
2. NG (south Broxtowe resident)

“Although the proposal may seem well meaning it can lead to a situation where users get free 1-hour parking but then get fined up to £50 if they are delayed even 11 minutes getting back to their car despite the fact that 3 hours parking would only cost £1.50. The fine is disproportionate to the offence and the cost of parking for 3 hours and does not seem fair to users of the car park. I recently faced this at (redacted) as I was delayed in the adjacent Church and a ticket was issued 1min past the 10min grace period at 11.31 despite free parking being available from 12.00. This feels like the scheme is designed to trap people into paying a hefty fine for a minor infringement when the cost of parking for 3 hours would only be £1.50.”

No response proposed as part of this process as the matters raised are not part of it:

- The 10-minute grace period is intended to allow for genuine minor overstays, there cannot then be a further grace period on top of the grace period. Grace periods are not part of the Order-making process.
- The point made regarding a £50 fine compared with £1.50 for 3 hours parking is understood, but the “fine” has to be sufficient to recoup the cost of enforcement and is set county-wide as part of the original introduction of civil parking enforcement. The Borough Council does not have the unilateral means to vary it and it would require a new countywide civil parking enforcement process as the level of fines set is intrinsic to that process.

- If paid within 14 days, the fine is reduced to £25.

3. CS (north Broxtowe resident)

“The proposed Order discriminates against car park users based on their geographic location: There is neither clear explanation nor clear justification of why charges and penalty fines are to be levied in Beeston/Stapleford while no similar charges/fines are to be levied in car parks in the north of the borough.”

No response proposed at this stage:

- The point re fines is not understood as they are the same in all car parks across the Borough.
- There is no change proposed to car park charges as part of this process, but the rationale for different charges across different car parks has previously been considered carefully by elected members. Charges can be considered separately by elected members after the Order process and after the Purdah period (further details on this are given in appendix 2). Meanwhile, the drivers for a new Order remain in place - particularly the proposed oversized exemption for vehicles modified for disabled people – suggesting this Order should not be delayed by any review of car parking charges.

4. TM (north Broxtowe resident)

“I have just been reading the information regarding the parking regulations effective from 2020 and I thought it would have been helpful that on the drawn 'maps' the number of parking places available in the area indicated could have been shown i.e. 12 + 3 disabled. Please note this is not a criticism just an observation.”

No response proposed as part of this process, but we will continue to ensure Broxtowe’s website contains up-to-date information on car park spaces, Blue Badge spaces etc.

Organisations to be consulted as part of the formal publication of the Notice of Proposals stage

Under regulation 6 of the Road Traffic Regulation Act 1984 the Council has an obligation to consult with as many people as possible who may have an interest in and/or be affected by the introduction of a Traffic Regulation Order.

The consultees are divided into 2 clear groups, mandatory and advisory. The Council chooses to consult with both groups.

In addition to this there are advisory consultees, other stakeholders, relevant organisations and groups representing persons likely to be affected by the order - groups such as residents’ associations, access groups, local major and minor retailers.

Individual properties are also targeted in close proximity to the car parks.

APPENDIX 2

Timescale and stages for the Consolidation parking places order 2020

Wednesday 25 September 2019	Committee approval to consult on proposal COMPLETE
Monday 30 September 2019	Statutory Consultation letters sent out (informal) documents online and in reception + site notice COMPLETE
Sunday 20 October 2019	Consultation deadline (21 days) Start preparing legal notices and adverts during this period. COMPLETE
Thursday 24 October 2019	Allow 3 weeks to modify documents following consultation and prepare Notice of Proposal documentation COMPLETE
Wednesday 13 November 2019	Committee 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	Committee 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.

This page is intentionally left blank

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 and 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 Risk 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 Risk 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 Risk 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
In Progress 	LL1720_G05	Review and where appropriate implement changes to Central Support Functions	Streamline back office functions and improve financial efficiencies	61%	Mar-2020	The Human Resources; Finance; Health and Safety; Audit and Performance; and Payroll agreements are complete. Work is progressing to complete the ICT agreement. Review dates have been scheduled for the services provided.
Complete 	LL1720_K01	Fast Track Entry System at Kimberley Leisure Centre	Reduce queuing times to improve the experience of members accessing the fitness facilities	100%	Jun-2019	The fast track turnstile has been installed and operating. Analysis on saved time is complete with time saved being moved to follow up on customer requests and the planned membership prospecting tool.
In Progress 	LL1821_B01	Treatment Room	Additional sales of new treatment room.	70%	Mar-2020	The identified tenant has 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	0%	Mar-2020	The viability of the scheme 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.	100%	Jun-2020	Completed. The birthday party program 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
In Progress 	LL1922_E02	Reinterpret museum tours, add an additional programmed space, and target local people	Increase visitors to the museum	57%	Dec-2019	The exhibition space has held its first exhibitions 'Life Without Limits' and 'Photos of Eastwood'. A series of summer workshops around designing comics will culminate in the exhibition of the year in November 2019.
In Progress 	LL1922_E03	Museum, flexible working and community outreach	Increase service users and decrease the subsidy per head	0%	Mar-2021	Work on this action is scheduled to begin by April 2020.
In Progress 	LL1922_E04	Investigate commercial opportunities including open air cinemas, bonfire night and small indoor partnership opportunities	High quality, ticketed events reducing the subsidy to the event programme	53%	Mar-2020	Outdoor cinemas events and other new events have taken place. The 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. A new 'Bonfire' event is taking place in Eastwood in partnership with Eastwood Community Football. An evaluation of this event will be undertaken to inform planning for future similar events. Events for 2020 were presented to Leisure and Health Committee in September 2019.
In Progress 	LL1922_G01	Implement 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.	40%	Mar-2020	Member Prospecting software is identified, due diligence testing to be completed. Aim to have software in place, staff trained with the software being used in time for the January 2020 promotions.

Status/ Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Warning 	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 data security and improve efficiency	33%	Sep-2019	The software provider, Clarity Omnico have finalised their rollout 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 	LL1922_G03	Events Ticket Platform	Reduce expenditure; potential additional income; support local clubs	81%	Dec-2020	Events ticket platform is integrated into the Liberty Leisure Ltd website. Bookings and payments are being taken for events and training events. It is envisaged that work on selling the product wider will begin in the new year when vacant and new posts have been filled.
In Progress 	LL1922_G04	Set-up Liberty Leisure Limited as a Direct Debit Bureau	Have the ability to collect direct debits for other organisations	20%	Mar-2020	Available options for the most appropriate way to set up as a Direct Debit Bureau have been investigated.
Warning 	LL1922_G05	Deliver the changes and actions detailed in the Liberty Leisure Limited operational strategies	Develop the company's people, marketing and communications, quality of delivery and business ideas	10%	Mar-2022	Completed developments 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 and utilising web landing pages to support promotional campaigns.

Status/ Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
In Progress 	LL1922_G09	Introduce Les Mills Virtual Group Exercise Classes	Attract new members while improving the retention of existing fitness members	82%	Mar-2022	In July 2019 Les Mills Virtual fitness classes generated an additional 606 attendances. Since Les Mills Virtual was introduced in May, Gym direct debit cancellations have decreased by 13% when compared to the same time period in 2018.
Warning 	LL1922_K03	Creating a functional fitness space at Kimberley LC	Improve retention of existing fitness members	15%	Mar-2021	Initial work is underway clearing the identified space in preparation for any future development decision. Architects have completed their initial feasibility work. Awaiting costs and a decision on planning permission before deciding whether to proceed or not.
In Progress 	LL1922_K05	Investigate potential partnership funding, planning potential and local support to develop additional car park space/full size 3G football pitch at Kimberley LC	Increase attendance and income through football activities Increase fitness memberships and income	63%	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.
In Progress 	LL1922_S01	Implement the Get Active Strategy	Reduce inactivity levels and increase the number of volunteers	43%	Dec-2021	'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 has been established. A new project to engage families who are in receipt of Pupil Premium Plus funds is underway.

Status/ Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
In Progress 	LL1922_S03	Sports Events	Increase the number of sports events available while generating efficiencies by working with community groups	0%	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	Frequency	Outturn 2017/18	Outturn 2018/19	Q2 2019/20	Target 2019/20	Latest Note
Green 	LLLocal_G04 Expenditure - Liberty Leisure Limited (ALL)	Monthly	-£4.395m	-£4.236m	-£ -	-£4.588m	Figures are taken from the general ledger and are subject to final accounting.
Green 	LLLocal_G05 Income - Liberty Leisure Limited (excluding Management Fee)	Monthly	£4.583m	£3.574m	£ -	£3.453m	Figures are taken from the general ledger and are subject to final accounting.
Green 	LLLocal_G06 Total Direct Debit collections	Annual	88,281	94,711	23,775	95,000	An increase has been seen in both gym members and children on swimming lessons
Red 	LLLocal_G07 Subsidy per Visit	Annual	58.1p	-	-	68.7p	Data submitted September with results expected in December.
Green 	LLLocal_G08 APSE Customer Satisfaction Survey - LL	Annual	70%	80%	-	72%	Data submitted September with results expected in December 2019.

This page is intentionally left blank

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 Health 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 as relating to Community Safety and the latest data relating to Key Performance Indicators (KPI). This summary is detailed in appendix 1.

The Community Safety elements within the Community Safety and Health Business Plan are now considered by the Community Safety Committee.

Recommendation

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

Background papers

Nil

APPENDIX

PERFORMANCE MANAGEMENT1. 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 Community Safety elements within the Business Plan are now considered by the Community Safety Committee.

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 Risk performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).






The Council monitors its performance using the Pentana Risk 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 Risk 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

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	50%	Mar-2020	'No Smoking Day' promoted; new sessions arranged for 'No Smoking Clinics'; 'Stoptober' event promoted on the Council's social media and employee newsletter. Information left in offi breakout areas and at reception for the public.
In Progress 	LSP1921P	Child Poverty Action Plan	50%	Mar-2020	Actions for 2018/19 completed. Updates pending responses from departments to requests for mid-year updates.
In Progress 	LSP1921C	Children and Young People Action Plan	56%	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	90%	Dec-2019	42 Dementia Friends recruited since April 2019. The action plan for 2020 will be created December 2019 as the plan traditionally runs on a calendar year. This will be reviewed to run within financial years moving forward.
In Progress 	LSP1921H	Health Action Plan	61%	Mar-2021	Raising awareness of the Integrated Wellbeing Service. The Broxtowe Partnership Board task and finish group on Homelessness report at October meeting. Working with Liberty Leisure Ltd, Public Health and Active Notts on a physical activity and mental health insight project. Strong links with Integrated Care Partnership and Primary Care Network – social prescribing scheme progressing well; job vacancies advertised.
In Progress 	COMS 1922_07	Achieve Well Being at Work Accreditation to improve staff welfare and wellbeing	33%	Mar-2020	Anticipated that accreditation will now occur in January 2020 as Nottinghamshire County Council systems upgrade for the programme delayed until December.

Health Key Performance Indicators 2019/20

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q2 2019/20	Target 2019/20	Latest Note
Red 	ComS_ 085 Referrals to the Change-Grow-Live alcohol programme	93	103	20	-	The rate of referrals varies each quarter.
Red 	ComS_ 085a Successful Outcomes from Change-Grow-Live referrals	61 (66%)	94 (91%)	15 (75%)	- (70%)	The number of positive outcomes varies throughout the programme.
Green 	LLLocal_G09 Inactive Adults in Broxtowe %	23.9%	-	-	25.1%	2016/17 = 26.1% - Active Life Survey (Sports England)
Green 	LLLocal_G02 Total Attendance Liberty Leisure Limited (ALL)	1,709k	1,720k	439.7k	1,730k	Data is provisional however the figures to date show a year-on-year increase for the period April to June.

This page is intentionally left blank

Report of the 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.

22 January 2020	<ul style="list-style-type: none"> • Business Plans and Financial Estimates 2020/21 – 2022/23 – Liberty Leisure • Business Plans and Financial Estimates 2020/21 – 2022/23 – Health • Active Notts presentation – Partnership with Liberty Leisure on improved health outcomes • Mental Health support to residents and employees – Action plan and progress report • Dementia Friendly Council – Action plan and progress report on the two dementia friendly bungalows • Health promotion actions – Update report on joint work with partners with the LSP to improve health and wellbeing • Liberty Leisure Ltd – 3rd Quarter Performance report • Health – 3rd Quarter Performance report • Broxtowe Consolidation Parking Places Order 2020 – Review of Consultation Responses
-----------------	--

<u>Recommendation</u>

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

Background papers

Nil

This page is intentionally left blank