



Tuesday, 2 June 2020

Dear Sir/Madam

A meeting of the Leisure and Health Committee will be held on Wednesday, 10 June 2020 (to be held virtually, via Microsoft Teams), commencing at 7.00pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Interim 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	

## A G E N D A

### 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 - 2)

The Committee is asked to confirm as a correct record the minutes of the meeting held on 22 January 2020.

Council Offices, Foster Avenue, Beeston, Nottingham, NG9 1AB

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4. PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - HEALTH (Pages 3 - 8)

To report progress against outcome targets identified in the Community Safety and Health Business Plan, linked to the 2016-20 Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

5. PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - LIBERTY LEISURE LIMITED (Pages 9 - 18)

To report progress against outcome targets identified in the Liberty Leisure Limited Business Plan 2019/20.

6. TOBACCO CONTROL ACTION PLAN (Pages 19 - 24)

To advise Committee of, and to seek approval for, the latest Tobacco Control Action Plan.

7. COVID 19: COMMUNITY HEALTH IMPACT AND COMMUNITY RESPONSE (Pages 25 - 36)

The report informs Councillors of the steps the council has taken to respond to the community health and wellbeing aspects of the covid 19 pandemic and proposes some actions to support the community in recovering from the health and wellbeing impacts of the virus.

8. WORK PROGRAMME (Pages 37 - 38)

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

## LEISURE AND HEALTH COMMITTEE

WEDNESDAY, 22 JANUARY 2020

Present: Councillor I L Tyler, Chair

Councillors: S A Bagshaw  
D Bagshaw  
M J Crow  
S Easom  
L Fletcher (substitute)  
S Kerry  
L A Lally (substitute)  
H Land  
R D MacRae  
G Marshall  
J P T Parker  
P D Simpson

Apologies for absence were received from Councillors P Lally and H G Khaled MBE.

### 20 DECLARATIONS OF INTEREST

Councillor J P T Parker declared a pecuniary interest in items 7 and 12 as minute number 25 refers. It was confirmed that members of the Liberty Leisure Board would not need to leave the meeting.

### 21 MINUTES

The minutes of the meeting held on 13 November 2019 were confirmed and signed as a correct record.

### 22 DEMENTIA-FRIENDLY BUNGALOWS, WILLOUGHBY STREET, BEESTON

The Committee was updated on the proposal to build two dementia-friendly bungalows on the disused market site on Willoughby Street, Beeston.

### 23 DEMENTIA ACTION PLAN

The Dementia Action Plan for 2020/2022 was discussed. Further information was requested regarding the proposed pilot project between the Council and The Studio.

**RESOLVED to defer the matter to the next Leisure and Health Committee Meeting.**

24 HEALTH PROMOTION ACTIVITY

The Committee noted the actions the Authority had undertaken through its work with the Local Strategic Partnership (LSP) to support residents to live well. The Council has a Health and Older Peoples Group as part of its LSP which aims to create opportunities for improved health and wellbeing, reduced health inequalities and social exclusion in Broxtowe.

25 PARKING SERVICES BACKGROUND INFORMATION REPORT WITH AGENDA ITEM 12 INCORPORATED

The Committee was updated on parking services and shared service arrangements. In addition to managing the Council's 30 car parks and CCTV service, the Parking Services team manages Rushcliffe Borough Council's car parks and on-street enforcement on behalf of Nottinghamshire County Council in both Broxtowe and Rushcliffe.

**RESOLVED to return on-street enforcement to Nottinghamshire County Council.**

(Having declared a pecuniary interest in the item, Councillor J P T Parker left the room before discussion or voting thereon).

26 BROXTOWE CONSOLIDATION PARKING PLACES ORDER 2020

The Committee had received a report on 25 September 2019 explaining that Broxtowe's off-street car parks were regulated through a range of off-street car parking orders. Members had considered the Notice of Proposals and consultation responses and requested that an overview of car parking report be submitted to a future meeting.

**Broxtowe Consolidation Parking Places Order 2020 be approved.**

27 BUSINESS PLANS AND FINANCIAL ESTIMATES 2020/21 – 2022/23

The Committee was updated on the progress against outcome targets identified in the Business Plan, linked to Corporate Plan priorities and objectives. The issue of distributing radar keys to Neighbourhood Wardens was discussed with it being agreed to send the proposal to the Environment Department with a view to it being addressed by the Environment and Climate Change Committee.

28 WORK PROGRAMME

The Committee considered the Work Programme and agreed that the Dementia Action plan be added.

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

## 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 the 2016-20 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 1

## 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.

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

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

Status/Icon	Action Code	Action Title	Progress	Due Date	Comments
Completed 	LSP1921H.1	Tobacco Action Plan	<b>100%</b>	Mar-2020	A new Tobacco Action Plan has been prepared for June 2020- May 2022 to be presented to this committee.
In Progress 	LSP1921P	Child Poverty Action Plan	<b>75%</b>	Mar-2020	Several actions within the plan have been completed and others are underway.
In Progress 	LSP1921C	Children and Young People Action Plan	<b>87%</b>	Mar-2020	All actions in the 2019/20 Plan on were on track to be delivered by the revised October 2020 deadline. Due to the coronavirus outbreak these have been delayed.
Completed 	LSP1921D	Dementia Action Plan	<b>100%</b>	Mar-2020	The previous Dementia Plan was extended to March 2020 and has been completed. A new Dementia Plan for 2020/22 was approved by the Leisure and Health Committee in January 2020.
Completed 	LSP1921H	Health Action Plan	<b>100%</b>	Mar-2021	The actions in the Health Plan have been completed for the plan ending March 2020. A new Health Action Plan is being developed. Due to the coronavirus outbreak this work is ongoing.
Overdue 	COMS1922_07	Achieve Well Being at Work Accreditation to improve staff welfare and wellbeing	<b>33%</b>	Mar-2020	Work with County Council is waiting for a revised procedure to progress this further.



## Health Key Performance Indicators 2019/20

Status / Icon	Code & Short Name	Data Collected	Outturn 2017/18	Outturn 2018/19	Achieved 2019/20	Target 2019/20	Latest Note
Data Only 	ComS_ 085 Number of Referrals to the Change-Grow-Live alcohol programme	Quarter	93	103	100	-	The rate of referrals varies each quarter.
Red 	ComS_ 085a Number of Successful Outcomes from Change-Grow-Live referrals	Quarter	61 (66%)	94 (91.3%)	72 (72%)	100%	The number of positive outcomes varies throughout the programme.
Green 	LLLocal_G09 Percentage of Inactive Adults in Broxtowe	Annual	23.9%	18.4%	-	25.1%	2016/17 = 26.1%
Green 	LLLocal_G02 Total Attendance Liberty Leisure Limited (ALL)	Month	1,709K	1,7209K	1,274K (Dec2019)	1,730K	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 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 2019/20.

#### 2. Background

Broxtowe Borough Council's 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.

The Council established a Local Authority Trading Company, Liberty Leisure Limited in October 2016 to deliver an efficient leisure and culture service. The company contributes to the Council's Corporate Plan priorities and objectives relating to Health.

#### 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 outturn report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Liberty Leisure Limited's 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 the appendix.

#### **Recommendation**

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

#### Background papers

Nil

## APPENDIX

## PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

A Broxtowe Borough Council Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. It has been developed setting 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 next few years, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Council's Local Authority Trading Company, Liberty Leisure Limited is guided by the Service Agreement and its company strategies. These documents align the work of Liberty Leisure Limited with other local, regional and national plans to ensure the company's work contributes to wider objectives. These include the Council's Corporate Plan that prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned to ensure the ambitions set out in the Council's Corporate Plan are realistic and achievable.

2. Business Plans

The Liberty Leisure Business Plan is reviewed annually. The 2019/20 Liberty Leisure Business Plan was noted at Leisure and Environment Committee on 23 January 2019. The 2019/20 Business Plan was approved by the Liberty Leisure Board in February 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 2016-2020 for each the Health priority area. The business plan covers a three-year period but 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, the Leisure and Environment 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 2018/19 (as extracted from the Pentana performance management system). It also provides the latest data relating to Key Performance Indicators (KPIs).





The Council and Liberty Leisure Limited 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





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	Overdue	The action/task has passed its due date
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#### Performance Indicator Key

Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	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 implement changes where appropriate to Central Support Functions	Streamline back office functions and improve financial efficiencies	<b>66%</b>	Mar-2020	The finance provision to the company is being reviewed. An initial meeting with the company accountants will be held by 31 July 2020.
Completed 	LL1720_K01	Fast Track Entry System at Kimberley Leisure Centre	Reduce queuing times to improve the experience of members accessing the fitness facilities	<b>100%</b>	Jun-2019	Completed
Cancelled 	LL1922_B01	Fast track entry system at Bramcote Leisure Centre	Reduce queuing times to improve the experience of users	<b>0%</b>	Mar-2020	The solution installed at Kimberley is not suitable for the Bramcote site. This task is now being considered as part of the Leisure Facilities Strategy.
Completed 	LL1922_C01	Multi-Functional Activity Room	Create a multi-functional room, extending fitness opportunities and increasing opportunities for other activities including birthday parties and day time activities for older people	<b>100%</b>	Jun-2020	Completed.
Completed 	LL1922_E01	Museum Self-guided Tours	Increase visitors to the site and improve the efficiency of the service	<b>100%</b>	Jun-2019	Completed.
Completed 	LL1922_E02	Reinterpret the museum tours, add an additional programmed space, and target local people	Increase service users to the museum	<b>100%</b>	Mar-2021	Completed.

Status / Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Warning 	LL1922_E03	Museum, Flexible working and community outreach	Increase service users and decrease the subsidy per head	0%	Mar-2021	This work is on hold due to the company furloughing its staff and the uncertain future resulting from the Coronavirus pandemic.
Overdue 	LL1922_E04	Investigate commercial opportunities initially investigating open air cinemas, bonfire night and small indoor partnership opportunities	High quality, ticketed events reducing the subsidy to the event programme	84%	Mar-2020	A selection of outdoor events was offered in 2019/20 including film screenings, Beeston-on-Sands, D H Lawrence Roots Festival and Eastwood Spooktacular Fireworks.  This work is on hold due to the company furloughing its staff and the uncertain future resulting from the Coronavirus pandemic.
In Progress 	LL1922_G01	Implement a programme of digital developments to improve member retention increasing the number of direct debit fitness memberships	Increase the number of our members who are active each month. Increase the total number of direct debits collected each year.	40%	Mar-2021	Membership software implemented and in use to support the January 2020 promotions. Reports are being developed to assist in growing membership further.  This work is on hold due to the company furloughing its staff and the uncertain future resulting from the Coronavirus pandemic.
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 Improve administrative efficiency	33%	Dec-2020	Testing of the online joining system is ongoing. The company have agreed revised timescales with its provider, Omnico. The company have engaged with Barclays.net as the acquirer through which the service will run.






Status / Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
In Progress 	LL1922_G03	Events Ticket Platform	Reduce expenditure Potential additional income Support local clubs	<b>81%</b>	Dec-2020	The events ticket platform is integrated into the Liberty Leisure Ltd website. Bookings and payments are being taken for events. The next phase will be to sell the product wider.  This work is on hold due to the company furloughing its staff and the uncertain future resulting from the Coronavirus pandemic.
In Progress 	LL1922_G09	Set up Liberty Leisure Limited as a Direct Debit Bureau	Have the ability to collect direct debits for other organisations	<b>20%</b>	Dec-2020	The available options for the most appropriate way to set up a Direct Debit Bureau have been investigated. This work is on hold due to the company furloughing its staff and the uncertain future resulting from the Coronavirus pandemic.
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>	Mar-2022	Appointment of a Marketing Officer to deliver a Marketing Strategy promoting the service offered. Online services are being developed including a bookings app and online bookings for tickets. Liberty Leisure Ltd are working to increase the Personal Training offer.  Improvements to the website functionality have been identified and work is underway to improve this. The improved website scheduled to be complete by September 2020.
Cancelled 	LL1922_G06	Investigate feasibility of commercial fitness space	Increase annual company surplus to reduce the management fee paid by Broxtowe Borough Council	<b>0%</b>	Mar-2020	CANCELLED – It was planned for the company's surplus to fund this development. It is forecast that the company will have no surplus to fund any developments following the Coronavirus pandemic.





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>	May-2019	Annual charge introduced on 1 April 2019.
Completed 	LL1922_G08	Review Trade Waste supplier	Realise a financial efficiency	<b>100%</b>	May-2019	Change 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>95%</b>	Mar-2022	Les Mills Virtual is extended into the two additional identified dance studio spaces. The company is working with Les Mills to sell an online virtual package as an addition to its existing offering.
In Progress 	LL1922_K01	Provide accredited in house First Aid at Work training for Liberty Leisure Limited employees	Deliver all of the First Aid requirements for Liberty Leisure Limited staff	<b>62%</b>	Dec-2020	Trainers have been trained and delivery training to Council employees.
Cancelled 	LL1922_K03	Creating a functional fitness space at Kimberley Leisure Centre	Improve retention of existing fitness members	<b>15%</b>	Mar-2021	Refurbishment works have been agreed and were scheduled to begin in Spring 2020.  This work is on hold due to the company furloughing its staff and the uncertain future resulting from the Coronavirus pandemic.
Cancelled 	LL1922_K04	Refurbish the iGym at Kimberley Leisure Centre	Procure replacement equipment for the Vibe youth Gym	<b>40%</b>	Mar-2022	The refurbishment works have been agreed and were scheduled to begin in Spring 2020.  This work is on hold due to the company furloughing its staff and the uncertain future resulting from the Coronavirus pandemic.

Status / Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
In Progress 	LL1922_K05	Investigate potential partnership funding, planning 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>	Mar-2021	Discussions with the Football Association and the Council to map the way forward have taken place.  This work is on hold due to the company furloughing its staff and the uncertain future resulting from the Coronavirus pandemic.
In Progress 	LL1922_S01	Implement the Get Active Strategy	Reduce inactivity levels and increase the number of volunteers	<b>43%</b>	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.  This work is on hold due to the company furloughing its staff and the uncertain future resulting from the Coronavirus pandemic.
In Progress 	LL1922_S02	Contribute to improving wellness & decreasing loneliness	Develop new social prescribing opportunities from health professionals to enable inactive and lonely people to be more active	<b>0%</b>	Mar-2021	This work is on hold due to the company furloughing its staff and the uncertain future resulting from the Coronavirus pandemic.
In Progress 	LL1922_S03	Sports Events	Increase the number of sports events available while generating efficiencies by working with community groups	<b>0%</b>	Mar-2021	Fun runs have been organised with help from local clubs.  This work is on hold due to the company furloughing its staff and the uncertain future resulting from the Coronavirus pandemic.

## Liberty Leisure Limited Key Performance Indicators 2019/20

Status / Icon	PI Code & Short Name	Data Collected	Achieved 2017/18	Achieved 2017/18	Achieved 2019/20	Target 2019/20	Value	Notes
Data 	LLData_G05: Management Fee from the Council to Liberty Leisure Limited	Annually	£1,160k	£1,030k	£995k	-	£995k	Management fee of £995k agreed for 2019/20.
Green 	LLLocal_G02 Total Attendance - Liberty Leisure Limited (ALL)	Quarterly	1,709k	1,720k	-	1,590k	1,274k (Dec-19)	Attendance calculations have not been completed due to the furloughing of staff.
Green 	LLLocal_G04 Expenditure - Liberty Leisure Limited (ALL)	Quarterly	£4,396k	£4,236k	-	£2,295k	£3,460k (Feb-20)	Figures are provisional taken from financial management system and are subject to final accounting. The completion of final accounts has been delayed due to the furloughing of staff and working remotely with our accountants. Accounts are planned to be signed off by the end of June 2020.
Green 	LLLocal_G05 Income - Liberty Leisure Limited (ALL)	Quarterly	£4,583k	£3,574k	-	£3,453k	£7,046k (Feb-20)	Figures from 2018/19 onwards do not include the management fee to provide a more accurate reflection of performance. The completion of final accounts has been delayed due to the furloughing of staff and working remotely with our accountants. Accounts are planned to be signed off by the end of June 2020.
Green 	LLLocal_G06 DD Total Direct Debit collections	Annually	88,281	94,711	96,402	47,502	23,775 (Sep-19)	The figure achieved may require some adjustments to account for refunds that have been requested due to the closure of leisure sites.
Red	LLLocal_G07 Subsidy per Visit	Annually	£0.68	£0.59	-	£0.57	-	Figure is generated externally and will be

Status / Icon	PI Code & Short Name	Data Collected	Achieved 2017/18	Achieved 2017/18	Achieved 2019/20	Target 2019/20	Value	Notes
								available in September 2020.
Green 	LLLocal_G08 APSE Customer Satisfaction Survey - LL	Annually	-	80%	83%	72%	-	Survey not completed in 2017/18. The 2018/19 figure is based on individual scores for the three Leisure Centres.

## Report of the Chief Executive

### TOBACCO CONTROL ACTION PLAN

#### 1. Purpose of report

To advise Committee of, and to seek approval for, the latest Tobacco Control Action Plan.

#### 2. Detail

According to the National Health Service, smoking is one of the biggest causes of death and illness in the UK. Every year, around 78,000 people in the UK die from smoking, with many more living with debilitating smoking-related illnesses. Smoking increases the risk of developing more than 50 serious health conditions. Some may be fatal and others can cause irreversible long-term damage to health.

In 2018, the proportion of current smokers in England was 14.4%, which equates to around 6.36 million in the population. This represents a statistically significant decline since 2011 of more than 5 percentage points.

Data from Public Health England indicates that in 2018 (the latest year for which data is currently available) 13.4% of the adult population of Broxtowe were smokers, compared with figures of 15.8% for the East Midlands, and 14.4% for England as a whole. The figure for Broxtowe was 16.5% in 2016 and is therefore showing a welcome reduction. Broxtowe has the second lowest figure amongst local authorities in Nottinghamshire.

In December 2014, Broxtowe Borough Council signed up to the Nottinghamshire County and Nottingham City Declaration on Tobacco Control. Part of the Local Government Declaration on Tobacco Control, this has a number of key aims, including developing plans with partners and local communities to address the causes and impacts of tobacco use.

As part of the Council's on-going commitment to reducing the health impacts of tobacco use, a Tobacco Control Action Plan has been produced and is shown in the appendix to this report.

#### **Recommendation**

**The Committee is asked to RESOLVE that the Tobacco Control Action Plan 2020-22 be approved.**

#### Background papers

Nil

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Broxtowe  
Borough  
COUNCIL

# **TOBACCO CONTROL ACTION PLAN**

June 2020 to May 2022

<b>ACTION / DESCRIPTION</b>	<b>LEAD OFFICER (Title)</b>	<b>DUE DATE</b>	<b>UPDATE</b>
Reduce smoking prevalence in our communities by raising awareness and signposting to new stop smoking services	Communities Officer (Health)	31 May 2022  (annual review)	ABL Health Ltd will take over the Nottinghamshire wide commissioned service from 1 April 2020– the Nottinghamshire service will be called Your Health Your Way Annual review will give current local data – number of quit attempts and number of successful quit attempts.
Explore opportunity to deliver Broxtowe BC staff smoking cessation sessions	ABL - Stop Smoking Service / Communities Officer (Health)	31 May 2021 /22 (annually)	Discuss capacity with ABL. This will support delivery of the Wellbeing @Work scheme. (Promote through the Broxtowe Employee Newsletter)
Explore community funding opportunities to deliver stop smoking projects in high prevalence areas	Communities Officer (Health) / ABL	31 May 2022	ABL Health Ltd will be offering districts and boroughs an opportunity to apply for community grant funding. Details are yet to be confirmed.
Explore continuance of stop smoking clinic at Beeston Council Offices and Eastwood CAB offices with new provider	Communities Officer (Health)	31 December 2020	Discuss capacity with ABL Health
Explore opportunities to continue / extend voluntary smoke free areas	LLeisure	31 May 2022	Event & Arts Team are aware of / and promote smoke free events where possible



ACTION / DESCRIPTION	LEAD OFFICER (Title)	DUE DATE	UPDATE
Attend and support actions of the Nottinghamshire Tobacco Control Group (NTCG)	Communities Officer (Health)	31 May 2022	First meeting of NTCG 16 March 2020 (cancelled due to Covid 19). This meeting is to discuss collective ways forward and to continue to build on the work from the Tobacco CLear workshop held in December 2019. BBC supported the refresh process of the Joint Strategic Needs Assessment Chapter on Tobacco Control in 2019. The group will consist of District, Borough and County Council, NHS, Clinical Commissioning Group, ABL and Public Health
Discuss with ABL the commissioned actions for tackling smoking in pregnancy and explore where BBC can support  To request smoking in pregnancy as an agenda item at NTCG	Communities Officer (Health) / ABL	1 June 2021	Supporting information – Public Health England 2018 /19 data shows 12.4 % women were smokers at the time of delivery of their baby in Broxtowe. This compares with 10.6% in England and 14.0% in the East Midlands, and is the second lowest in Nottinghamshire.  Aim of the Tobacco Control Plan for England is to reduce the prevalence of smoking in pregnancy nationally from 10.6% to 6% or less by end of 2022
Proactively and reactively enforce No Smoking signage requirements	Communities Officer (Health)	31 May 2022	Ensure premises comply with smoke free signage regulations twice a year. Strong visual reminder. Spot checks in main town high streets
Reactively investigate / enforce smokefree complaints	Communities Officer (Health)	31 May 2022	Ensure businesses comply with smoke free premises and vehicles legislation

<b>ACTION / DESCRIPTION</b>	<b>LEAD OFFICER (Title)</b>	<b>DUE DATE</b>	<b>UPDATE</b>
Review / Refresh BBC Smokefree Site Policy	Communities Officer (Health)	31 May 2021	Consider including vaping / electronic cigarette devices
Explore partnerships with ABL and Vapouround (vape bus)	Communities Officer (Health)	31 May 2022	To organise community events where possible to switch people from smoking to vaping or make a “Quit” attempt (depends on new service supporting vaping)
Social media notifications for national awareness campaigns	Communications and Marketing Officer	31 May 2021 /22 (annually)	On annual basis for No Smoking Day and Stoptober.

## Report of the Chief Executive

### COVID 19: COMMUNITY HEALTH IMPACT AND COMMUNITY RESPONSE

#### 1. Purpose of report

The report informs Councillors of the steps the council has taken to respond to the community health and wellbeing aspects of the covid 19 pandemic and proposes some actions to support the community in recovering from the health and wellbeing impacts of the virus.

#### 2. Detail

Appendix 1 of this report is an LGInform analysis of the number of cases of Covid 19 in Broxtowe and the pattern of confirmed cases from the start of the outbreak until 15 May 2020.

Appendix 2 shows ONS data on the number of covid 19 deaths in Broxtowe from 1 March to 17 April and ratio of covid to non covid deaths 14 March until 8 May.

Appendix 3 summarises the responses made by the council to the community health and wellbeing aspects of covid 19.

Appendix 5 sets out ten recommendations for action to maintain an effective community recovery from the impacts of the virus. If approved they can feed into this committee's work programme.

Reports to the Jobs and Economy Committee on the economic impact of the virus and recovery proposals, to the Finance Committee on the impact on the council's finances, and to the Policy committee, on the Council services impacts of the virus will be considered. The Policy Committee will also oversee the development of the council's recovery strategy within which the different strands of work undertaken by each of the other committees will sit. The Environment Committee already has a strong green futures programme and will be looking to capitalise on the gains and behavioural changes made during the lockdown period to advance the programme.

#### 3. Financial implications

The Council has spent £64,000 on grants to voluntary and mutual aid organisations, and raised over £10,000 through a community appeal, all of the proceeds of which will be passed on to groups assisting with the relief effort. The details are set out in appendix 4. Work to commission a voluntary sector mapping exercise will cost about £2,000

#### Recommendation

**The Committee is asked to RESOLVE that the recommendations in appendix 5 be approved.**

#### Background papers

Nil

## APPENDIX 2

ONS DATA: Covid 19 deaths by Nottinghamshire district

Between 14th March and the 8th May			
Ashfield	For every 100 non-COVID deaths there were	65	COVID-19 Deaths
Bassetlaw		21	COVID-19 Deaths
Broxtowe		45	COVID-19 Deaths
Gedling		52	COVID-19 Deaths
Mansfield		36	COVID-19 Deaths
Newark and Sherwood		30	COVID-19 Deaths
Nottingham		58	COVID-19 Deaths
Rushcliffe		38	COVID-19 Deaths

**Deaths occurring between 1 March 2020 and 17 April 2020 and registered by 18 April 2020** where Coronavirus (COVID-19) was the underlying cause or was mentioned on the death certificate as a contributory factor

ONS MSOA area	Deaths
Toton	1
Bramcote	5
Beeston Town	7
Beeston Rylands	3
Stapleford North	1
Kimberley Trowell and Awsworth	6
Kimberley North and Watnall	2
Eastwood East	3
Eastwood Town	4
Eastwood Hall and Brinsley	4

Based on cause of death as recorded on death certificates, to the end of 15th May 2020:

- There had been 196 deaths recorded as due to COVID-19 in Nottingham City
- There had been 532 deaths recorded as due to COVID-19 in Nottinghamshire County

**APPENDIX 3**

Throughout the pandemic the Council has worked with the county Council to help establish the community support hub.

We have dealt with just over 200 support requests which have come through the County Council Hub. These are from Vulnerable Persons and the requests are various and include things like food availability, medicine delivery, unable to walk dogs, debt concerns. Officers of Broxtowe BC then ring these people and signpost them appropriately.

In terms of the Extremely Vulnerable Persons (EVPs), there are just short of 2,800 registered in Broxtowe. Of these, 516 have stated they are unable to access food supplies during the shielding process and so are receiving government food parcels on a weekly basis. Broxtowe have delivered 56 emergency food parcels to EVPs where there has been a missed delivery of the government parcel, or other reasons. These are delivered by our officers within 24 hours of receipt of the request from County Council.

These referrals have been followed up with phone calls to ensure that the resident concerned remains supported. Another tranche of people (who could number approximately 2,000 in the Broxtowe area) have been identified via NHS sources, as potentially needing future support. These do not fall within the definition of “extremely vulnerable”, but nevertheless through their age or circumstances are considered potentially in need of support. Broxtowe’s officers will be required to contact these individuals to ascertain whether they have any needs.

Personal contact has been key to support some of the most vulnerable in the community. As part of the response, the Housing department used the data held within the housing management system to identify households who may require additional support. Over 600 calls were made to tenants living in general needs housing who were either over 70 or were known to require additional support. The purpose of these calls was to ensure that tenants were provided with advice and assistance. Repeat calls have been made to those individuals needing support. Independent Living Co-ordinators continued to have regular contact with over 1,400 tenants from Independent Living schemes via telephone.

Through these initial calls officers could identify who required additional support, and could signpost to other agencies or ensure that the tenant received regular calls from the department.

All activities at schemes have stopped during the pandemic. However, the Activities Co-ordinators have continued to support tenants. They contacted tenants who usually attended their activities or those who were referred by other Officers. They gave advice, support and company to them. A lot of the tenants they continued to work with live alone and have been self-isolating for a long time so are feeling the effects of the pandemic, emotionally and physically. The Activities Co-ordinators have shared information with them about at home exercises, online resources such as eBooks and at home activities ideas.

The approach was repeated to check in on vulnerable people in the wider community, with those registered on the Council’s assisted bin collection list also contacted to ensure they were safe and well and to signpost them to any support should they need it.

More widely, the Council devised a programme of scheduled updates to help prevent information overload and ensure key messages reached residents and stakeholders which was supported by a set of comprehensive webpages at [www.broxtowe.gov.uk/coronavirus](http://www.broxtowe.gov.uk/coronavirus) as a central source of information including support for residents, support for businesses, bereavement support and a list of businesses who were operating to help residents get essential supplies. The schedule included twice daily social media and website updates which were clearly dated and timed so it was immediately clear to residents that information was current, as well as three email bulletins a week focusing on all subscribers to the Council's email me service to provide essential Covid-19 advice and updates on Council services, as well as an email to tenants and one to businesses.

This schedule has been reviewed on a regular basis to ensure it adapted to the situation as it progressed.

A COVID-19 special of the Council's resident's newsletter was delivered to every home and business in the Borough, highlighting where support could be accessed, as well as providing community leadership and thanking residents for their support for the Stay home Protect the NHS Save lives policy during the pandemic. This ensured that those who aren't online were still able to get vital information.

Direct engagement has also taken place with stakeholder groups to ensure they have the correct messages to share in their networks and that the Council can highlight the vital work they are doing in their communities.

The Council's communications team have produced stories of local heroes raising money to support the humanitarian response, and in particular stories of the excellent work done by the mutual aid and voluntary groups responding to the needs within the community.

## APPENDIX 4

**Covid-19 Grants to Community Support Groups**

Group Name	Grant (£)
Eastwood Volunteer Bureau	10000.00
Eastwood Age Concern	10000.00
Middle Street Resource Centre	10000.00
Hope Centre	10000.00
Beeston Rylands Community Association	2000.00
Stapleford Community Group	2000.00
Eastwood Memory Café	2000.00
Brinsley Parish Council	2000.00
Nuthall Parish Council	2000.00
Pulp Friction	2000.00
East Midlands Free Wheelers	2000.00
Kimberley and District Mutual Aid Group**	2000.00
*Stapleford and Surrounding Area Mutual Aid Group**	2000.00
Beeston and Chilwell Mutual Aid Group**	2000.00
Nuthall Parish Council	2000.00
Beeston Rylands Community Association	2000.00
Total	64000.00

Enquiries received from:

Awsworth Parish Council  
Eastwood Town Council

**APPENDIX 5**

- (a) Map the voluntary sector in Broxtowe to identify gaps and weaknesses. This will help the targeting of work to strengthen social capital where it is currently weaker. Commissioning this work will cost around £2,000.
- (b) Refresh the operation, membership and remit of the Broxtowe Partnership to repurpose its efforts on community recovery.
- (c) Develop a new Voluntary sector strategy. The volunteer centre in Beeston has ceased operation. The operation of the voluntary sector in the light of the groundswell of covid 19 volunteers needs to be reconsidered. Effective leadership for the Voluntary sector and good co-ordination of voluntary effort is crucial to community recovery.
- (d) Develop a Food Poverty Strategy. This will lead to the strengthening of food banks and consideration of other key means of social support.
- (e) Develop a Fuel Poverty Strategy. In the lead up to Winter this will help promote warm homes and support people struggling to pay their heating bills.
- (f) Develop more initiatives to support mental health- both internally (employees) and externally (in the community).
- (g) Recommend the environment committee to undertake a review of community centres. These are resources for the community and they need to be fit for purpose, accessible and used by all sections of the community
- (h) Review the operation of Community Action teams (CATS). It is possible that a wider range of resident participants may join if virtual meetings can be encouraged.
- (i) Recommend the Finance and Resources Committee to review the operation of the grants budget in order to ensure the excellent work undertaken by voluntary and mutual aid groups during the pandemic is nurtured and encouraged.
- (j) Participate in County level discussions to link in with adult social care to ensure the effective support of older and vulnerable people in our area.



## COVID-19 Hospital Cases Tracker - Quick View for Broxtowe

This report compares Broxtowe to the average of All local authority districts in East Midlands and all English councils using daily data on the number of hospital cases of COVID-19 in the area. Numbers of cases are collated by Public Health England and published on the [Coronavirus \(COVID-19\) cases in the UK Dashboard](#).

For a detailed summary report looking at the overall picture for England overall and the top ten councils, please see the [COVID-19 Cases Tracker - Overview for England Report](#).

When reading this report, please bear the following in mind:

### Lab-confirmed cases

- These figures relate to confirmed cases of COVID-19 following a positive test. They do not cover all cases of COVID-19 which may exist.
- A case is assigned to the date on which the first test for it took place, as it can take some time for PHE to be notified of test results, figures for the last five days are provisional.
- This makes it look like the number of new cases is decreasing, even when that is not the case. Figures will be revised daily as new cases tested on those days are reported which will result in a higher figure than initially reported.
- The local authority to which a case is attributed is that in which the patient normally resides, not necessarily the local authority in which they are currently being treated.
- Cases include people who are recovered.
- The total number for England is not the sum of all local authorities as the inclusion of data for both district and county councils in the dataset would lead to double counting. Furthermore, there are some cases awaiting geographical information.
- The value for Cornwall includes cases in both Cornwall and the Isles of Scilly.

For more information about Public Health England's methodology, please see [the guidance on their data portal](#).

### Interpreting charts

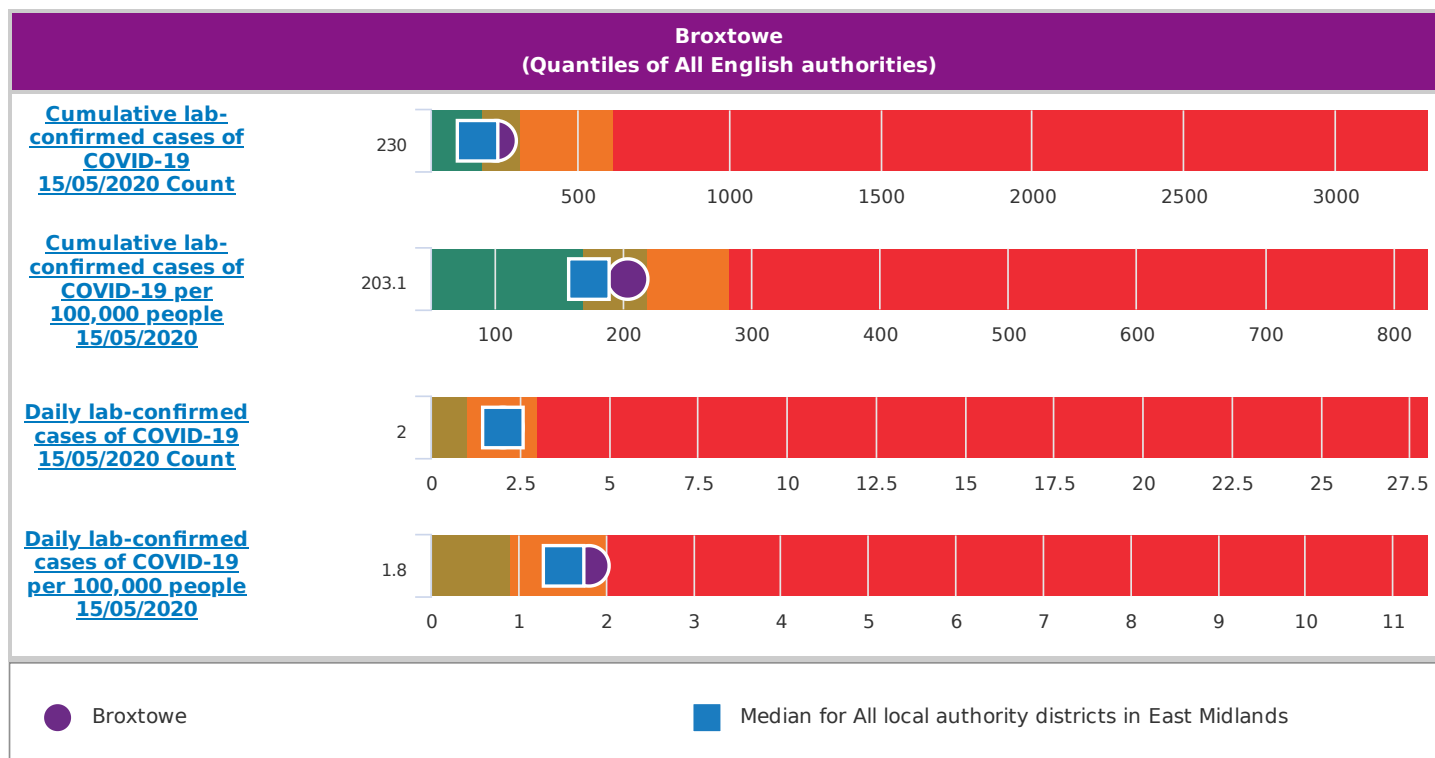
On charts below showing changes in the number of cases over time, the area shaded in grey contains provisional data. Figures in this grey area should be interpreted with caution, as they are not the final figures.

Please [click here](#) if you would like to download the COVID-19 data used in this report. The file contains data on numbers and rates of cases for all English councils, all English regions and England for the last 30 days.

Please contact [lginform@local.gov.uk](mailto:lginform@local.gov.uk) if you have any feedback or requests for additional analysis of COVID-19 data.

Report last updated: 21/05/2020

## Overview of the key metrics - Broxtowe compared with All local authority districts in East Midlands and all English councils, latest available non-provisional day

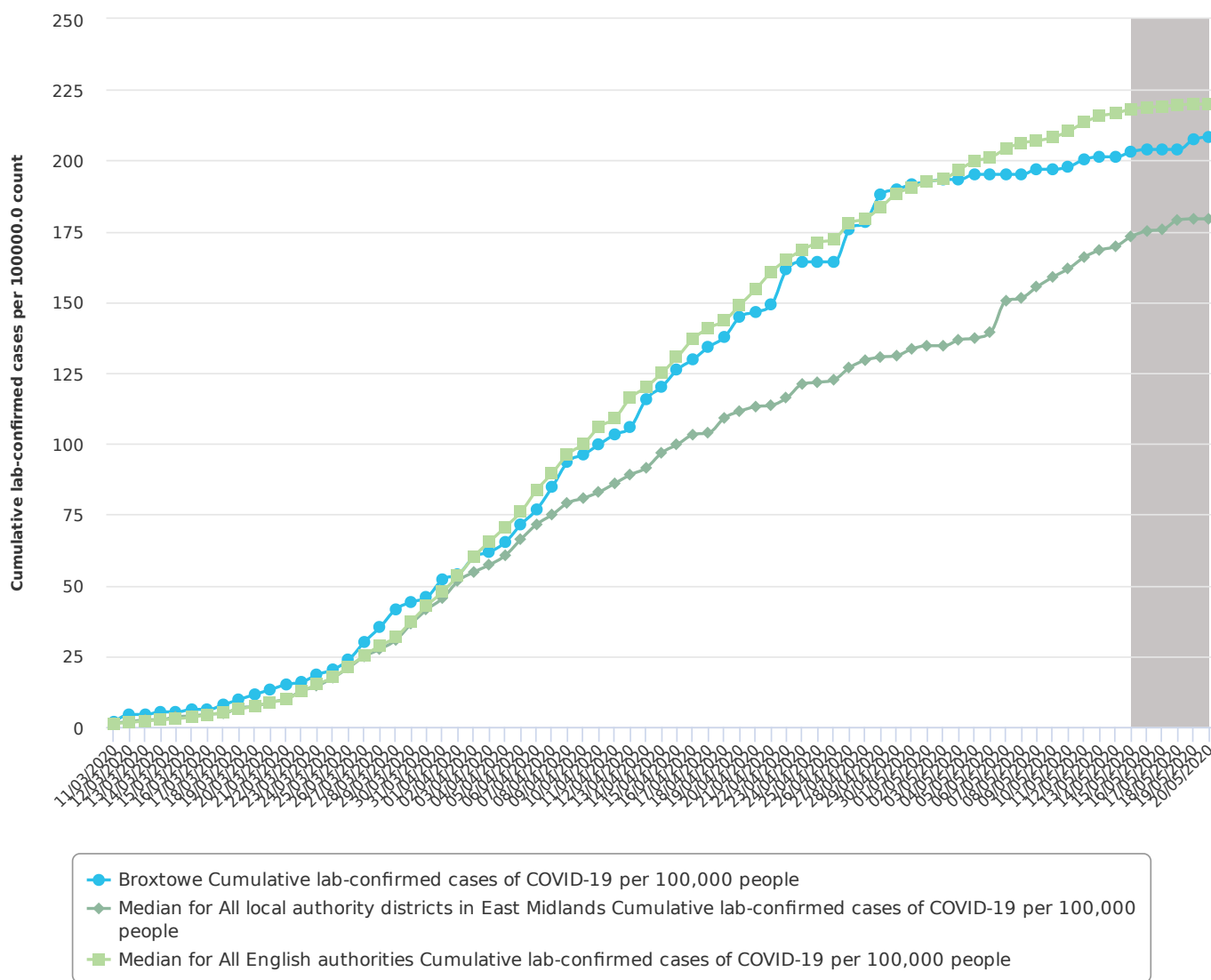


Note: the background colours of the bars above represent the quartiles of the values for all English single tier and county councils. The green area is the range for the lowest 25 per cent of councils, the olive area and orange area are the range for the middle 50 per cent of councils, and the red area is the range for the highest 25 per cent of councils. The line between the olive and orange areas represents the median, a typical value for an average council.

## Broxtowe compared with All local authority districts in East Midlands and all English councils, latest available non-provisional day

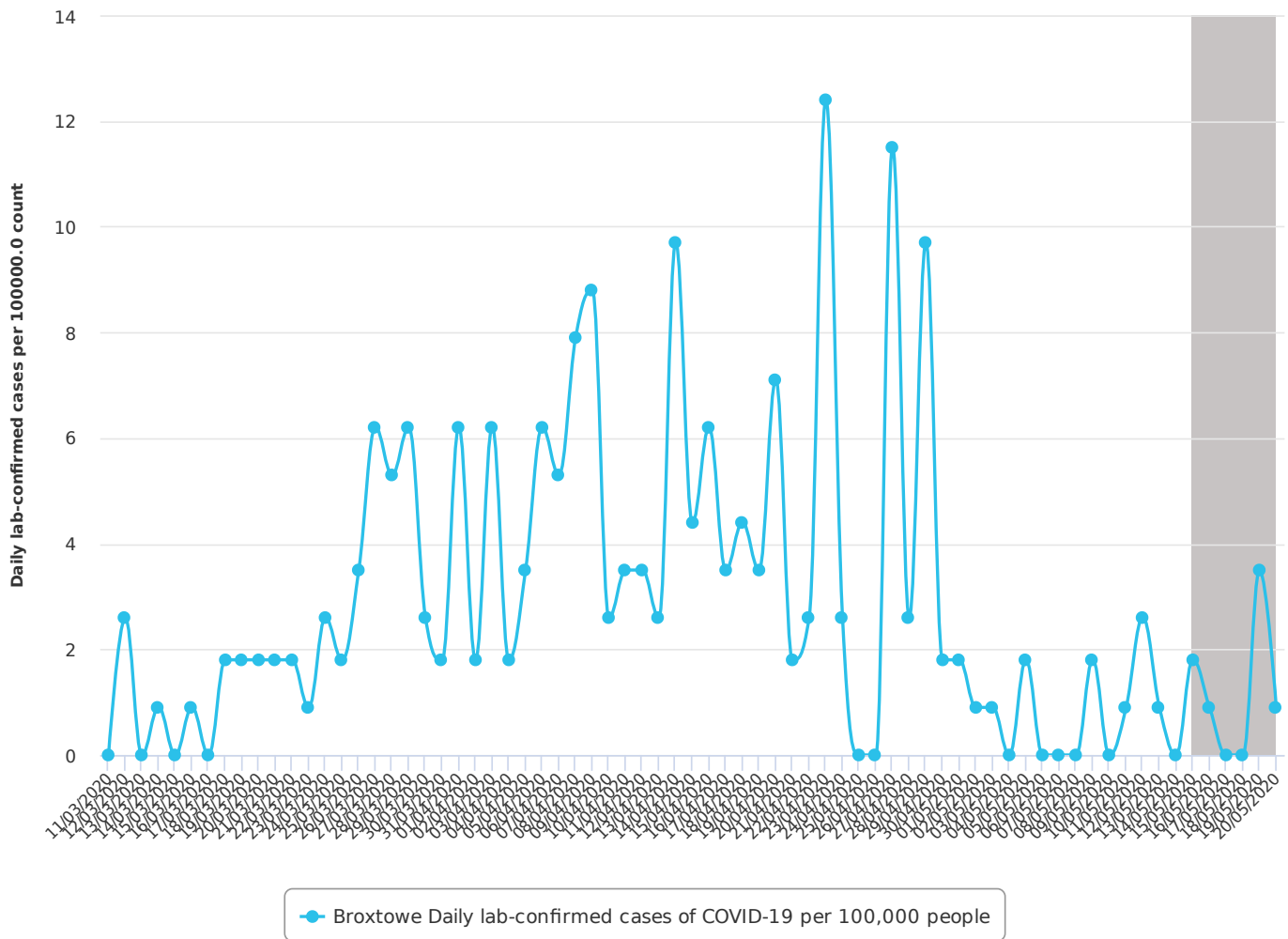
Area	<a href="#">Cumulative lab-confirmed cases of COVID-19</a>	<a href="#">Cumulative lab-confirmed cases of COVID-19 per 100,000 people</a>	<a href="#">Daily lab-confirmed cases of COVID-19</a>	<a href="#">Daily lab-confirmed cases of COVID-19 per 100,000 people</a>
	15/05/2020			
	Count	Count (per 100000 people)	Count	Count (per 100000 people)
Broxtowe	<a href="#">230</a>	<a href="#">203.1</a>	<a href="#">2</a>	<a href="#">1.8</a>
Median for All local authority districts in East Midlands	168	173.2	2	1.5
Median for All English authorities	312	218.2	1	0.9

# **Cumulative COVID-19 Cases per 100,000 people, Broxtowe compared with All local authority districts in East Midlands and all English councils**

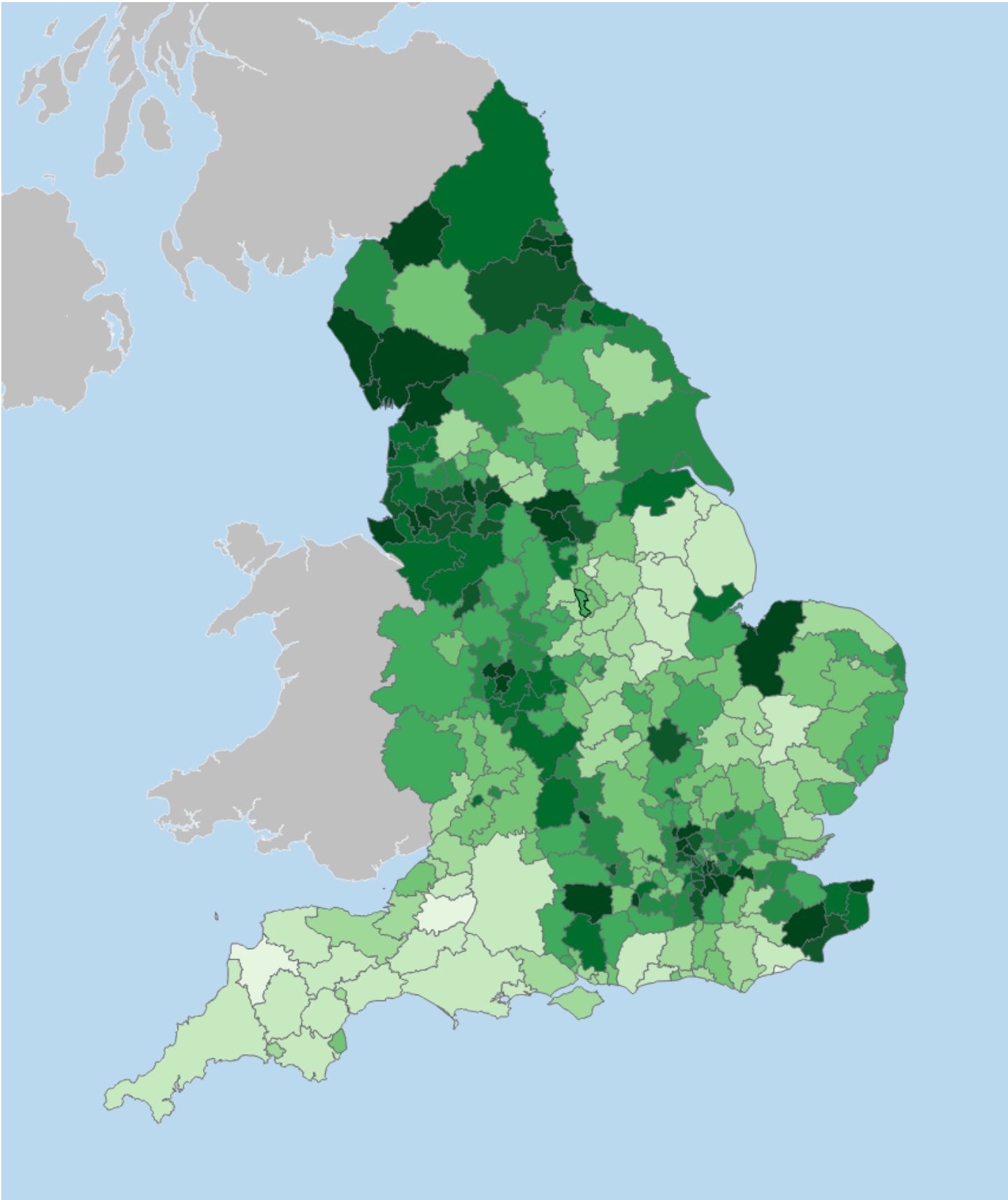


Note: the area of the chart in grey indicates provisional data. Not all cases tested for in this period have yet been incorporated into the data, and as such case numbers in the grey area are likely to be significantly higher than they currently appear to be.

## Daily Confirmed Cases of COVID-19 per 100,000 people, Broxtowe



Note: the area of the chart in grey indicates provisional data. Not all cases tested for in this period have yet been incorporated into the data, and as such case numbers in the grey area are likely to be significantly higher than they currently appear to be.





## 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.

16 September 2020	<ul style="list-style-type: none"> <li>Mental Health support to residents and employees – Action plan and progress report.</li> </ul>
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### Recommendation

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

#### Background papers

Nil

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