



Tuesday, 12 January 2021

Dear Sir/Madam

A meeting of the Leisure and Health Committee will be held on Wednesday, 20 January 2021 via Microsoft Teams, commencing at 7.00 pm.

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

Yours faithfully

Chief Executive

To Councillors: S A Bagshaw  
D Bagshaw (Vice-Chair)  
M J Crow  
S Easom  
S Kerry  
H G Khaled MBE  
P Lally

H Land  
R D MacRae  
G Marshall  
J P T Parker  
P D Simpson  
I L Tyler (Chair)

## AGENDA

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. DECLARATIONS OF INTEREST

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

3. MINUTES

(Pages 1 - 2)

The Committee is asked to confirm as a correct record the minutes of the meeting held on 25 November 2020.

4. CHILD AND ADOLESCENT MENTAL HEALTH SERVICES

A presentation will be given on the work of the Child and Adolescent Mental Health Services.

5. MIDDLE STREET RESOURCE CENTRE

A presentation will be given on the work undertaken at Middle Street Resource Centre including a brief historical overview of the service and describing model approaches of support for people with lived experience of mental health difficulties.

6. BUSINESS PLANS AND FINANCIAL ESTIMATES 2021/22 - 2023/24 (Pages 3 - 48)

To consider proposals for business plans; detailed revenue budget estimates for 2021/22; capital programme for 2021/22 to 2023/24; and proposed fees and charges for 2021/22 in respect of the Council's priority areas.

7. CHILDREN AND YOUNG PEOPLE ACTION PLAN (Pages 49 - 60)

To advise Committee of the progress made on the Children and Young People Action Plan, and to seek approval for a new plan.

8. QUESTIONS AND COMMENTS ON NOTING REPORTS

9. WORK PROGRAMME (Pages 61 - 62)

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

## LEISURE AND HEALTH COMMITTEE

WEDNESDAY, 25 NOVEMBER 2020

Present: Councillor I L Tyler, Chair

Councillors: S A Bagshaw  
D Bagshaw (Vice-Chair)  
M J Crow  
S Easom  
D Grindell  
S Kerry  
H G Khaled MBE  
P Lally  
H Land  
G Marshall  
J P T Parker  
P D Simpson

An apology for absence was received from Councillors R D MacRae

### 15 DECLARATIONS OF INTEREST

Councillors D Bagshaw, S Easom and I L Tyler declared a non – pecuniary interest as they were Directors of Liberty Leisure.

### 16 MINUTES

The minutes were confirmed and signed as a correct record.

### 17 EASTWOOD MENTAL HEALTH HUB

The Committee received a presentation from the Chief Executive of Citizens Advice Broxtowe about the work of the Eastwood Mental Health Hub. The Hub offers an intensive programme of work to keep people out of a mental health crisis.

Discussion focused on the impact of the COVID – 19 pandemic on mental health, increasing unemployment, referrals from health agencies and delivering services remotely.

The Committee requested that more data be provided on the gender and age of the people assisted by the Hub.

18 MENTAL HEALTH - ACTION PLAN AND CHARITABLE SERVICES

The Committee received an update on the work of the Council undertaken to support the mental health of residents and staff. The report also identified charities working in the Borough to the same end.

There was a debate about the work of Covid Marshalls in parks and whether they should be approaching people to ensure they were obeying the rules. It was noted that in the current lockdown people were permitted to meet one person from outside their household in a park.

The importance of exercise to good mental health was discussed and it was confirmed that, should the Council propose to charge organisations who use the parks for commercial purposes, it would be a political decision made by Committee.

**RESOLVED that the current Mental Health Action Plan be approved and that the organisations providing mental health services be noted.**

19 QUESTIONS AND COMMENTS ON REPORTS FOR NOTING

The Committee noted reports on Suicide Prevention, Performance Management – Review of Business Plan Progress – Health and Performance Management – Review of Business Plan Progress – Leisure.

There followed a debate about the service provided by Liberty Leisure during the first lockdown in spring 2020. The Committee was informed that the decision to furlough Liberty Leisure staff had been made to protect the organisations' finances. This had meant those staff were not available during the lockdown to provide services, instead a live streaming service had been provided to gym members by Les Mills free of charge. It was noted that when lockdown ended, Liberty Leisure had re-opened fully and safely for the benefit of members.

20 WORK PROGRAMME

The Committee considered the Work Programme.

**RESOLVED that the Work Programme be approved.**

**Joint Report of the Chief Executive, the Deputy Chief Executive, the Strategic Director and the Managing Director, Liberty Leisure Limited**

**BUSINESS PLANS AND FINANCIAL ESTIMATES 2021/22 - 2023/24**

1. Purpose of report

To consider proposals for business plans; detailed revenue budget estimates for 2021/22; capital programme for 2021/22 to 2023/24; and proposed fees and charges for 2021/22 in respect of the Council's priority areas.

2. Detail

As part of the Council's performance management framework, the business and financial plans for the five corporate priority areas identified within the Corporate Plan are brought together in one report so that the linkages between service priorities, spending proposals and targets are clear.

Under the Constitution, financial and business planning is reported to the Committee which has primary responsibility for oversight of the relevant corporate priority areas and related services, in this case Leisure and Health.

An extract of the proposed Health Business Plan is provided in appendix 1b. The extract includes relevant critical success indicators (CSI), key performance indicators (KPI) and key tasks and priorities for improvement (actions) for approval by Members.

It is also part of the remit of the Committee to provide strategic direction to any delivery body established by the Council to fulfil the purposes over which the Committee has responsibility. To meet this requirement, an extract of the Liberty Leisure Business Plan (appendix 1c) and the proposed Bereavement Services Business Plan (appendix 1d) are also presented for consideration.

The revenue and capital budget proposals for the corporate priority and relevant service areas, together with the proposed fees and charges, are provided in appendices 2a to 2c.

Following consideration by the respective Committees, a summary of the estimates, including any changes recommended, will be presented to the Finance and Resources Committee on 11 February 2021 for consideration and recommendation to Full Council on 3 March 2021.

**Recommendations**

- 1. The Committee is asked to RESOLVE that the Health Business Plan, the Bereavement Services Business Plan be APPROVED.**
- 2. The Liberty Leisure Limited Business Plan be NOTED.**
- 3. The Committee is asked to RECOMMEND that the Finance and Resources Committee recommends to Council that the following be APPROVED:**
  - a) The detailed revenue budget estimates for 2021/22 (base) including any revenue development submissions.**
  - b) The capital programme for 2021/22 to 2023/24**
  - c) The fees and charges for 2021/22.**

Background Papers: Nil

**APPENDIX 1****Introduction**

The Council's business and financial planning framework is one of identifying key service and spending pressures and prioritising resources accordingly, taking into account national and local priorities.

The targeted outcomes from these key issues and the anticipated impact on service performance are set out in business plans. These plans are combined with financial information, including proposals for reducing business costs and increasing income, to form the Business Plans for each priority area.

This report considers the detail in respect of the Business Plan covering the priority areas of Leisure and Health. The financial consequences of the business plan, together with the expenditure and income from maintaining existing services, are set out in the revenue budget proposals, the capital programme and the proposed fees and charges which follow the plan.

Within the Health Business Plan and the Bereavement Services Business Plan, there are some key tasks which can be met from existing resources or which relate to policy preparation. These are not included in the key spending proposals detailed in the appendices. Any planned activities which will have a financial implication either by increasing costs or reducing income are identified accordingly in the budget papers.

In the Liberty Leisure Limited Business Plan, the financial estimates were developed within a five-year business plan drawn up as part of the business case for the establishment of the company. The anticipated spend has been incorporated into the revenue budgets for 2021/22 as a fixed fee (referred to as a Third Party Payment). Any variation against the fee paid for 2021/22 at the financial year end will result in a budget adjustment to the following year's proposals. Costs relating to the premises provided to the company for the delivery of leisure services are met by the Council which retains ownership of the assets. Costs incurred in providing support services to the company are recovered as income to the Council.

There are several key tasks where it is not appropriate to make financial provision at this stage. These include areas that are subject to external funding bids, partnership arrangements or where insufficient information exists at the present time. In addition, there are a number of capital schemes within the programme which are deemed to be 'awaiting funding' pending receipt of the necessary resources to complete them. These schemes will be brought forward for approval once a potential funding source has been identified.

All of these items will be the subject of further reports throughout 2021/22 as further information and resources become available, thus ensuring that the service and financial planning framework is a fluid process.

**Business planning**

As part of the Council's performance management framework, it is the responsibility of each relevant Committee to consider business plans prior to recommendations being made to Council. The purpose of the plans is twofold. Firstly, they establish the linkage between the Council's high-level objectives and the strategies and aims of the respective services, and secondly, they outline the services' proposals for meeting those aims and objectives.

This report deals with the Health Business Plan and the Bereavement Services Business Plan and associated budgets covering these priority areas and with the Liberty Leisure Business Plan which supports the aims of the Council through the proposed delivery of leisure services. The Council's corporate objectives and aims, as included in the Corporate Plan, are shown at appendix 1a to provide the framework for consideration of the plans.

**Financial background**

The revenue and capital budget proposals for the corporate priority, together with proposed fees and charges, are shown in appendices 2a to 2c.

The revenue budgets show the 2020/21 revised estimate as of December 2020 and the 2021/22 base estimate for the areas encompassed by the relevant business plans. The base estimate figures generally reflect the same level of service as in the current year with a few exceptions.

The following are included in the 2021/22 base figures in this report:

- a) Allowance for certain inflationary pressures including the pay award and cost of utilities. These allowances are guided by the best indications available at the time.
- b) Anticipated additional income within the General Fund and the Housing Revenue Account (HRA) arising from the review of fees and charges.
- c) The revenue effects of the 2021/22 capital programme including the cost of any new borrowing to support the capital programme.
- d) Any revenue developments.

The classification of expenditure shown in the revenue estimates is based on the CIPFA Standard Accounting Classification. The following shows the type of expenditure charged to each heading:

- Employee Expenses – salaries and wages; employer's national insurance and pensions contributions
- Premises Related Expenses – repairs, alterations and maintenance of buildings, fixed plant and grounds; energy costs; rents; national non-domestic rates; water charges; fixtures and fittings; cleaning and domestic supplies.

- Transport Related Expenses – direct transport costs; recharge of pooled transport costs; travelling allowances
- Supplies and Services – equipment, furniture and materials; clothing, uniforms and laundry; printing, stationery and general; office expenses; postages; telephones; insurances; grants and subscriptions; miscellaneous expenses
- Third Party Payments – other local authorities; private contractors; charges from trading services
- Transfer Payments – Housing and Council Tax Benefits
- Central, Departmental and Technical Support Services - administrative buildings expenses; central departmental support; departmental administration
- Capital Financing Costs – operating lease charges; asset register charges.



## APPENDIX 1A

**FRAMEWORK FOR BUSINESS PLANNING**

The Council's Corporate Plan is subject to annual review to ensure that it continues to reflect the aims and objectives of the Council.

**Vision**

The Council's Vision for Broxtowe is "**greener, safer, healthier Broxtowe, where everyone prospers**".

**Priorities**

The Council's updated priorities have been updated have been developed within the context of national, regional and countywide plans and priorities with the aim being to align these with our own aspirations wherever possible.

The Council's priorities are **Housing, Business Growth, Environment, Health** and, **Community Safety**.

Underpinning the above and all of the Council's work is a series of values which the Council has adopted, namely:

**G**oing the extra mile: *a strong, caring focus on the needs of communities*

**R**eady for change: *innovation and readiness for change*

**E**mployees: *valuing our employees and enabling the active involvement of everyone*

**A**lways improving: *continuous improvement and delivering value for money*

**T**ransparent: *integrity and professional competence.*

**Objectives**

Each priority area is underpinned by its strategic objectives. Each strategic objective has targeted outcomes against which progress can be monitored.

The priorities and objectives for **Health** are 'People in Broxtowe enjoy longer, active and healthy lives':

- Promote active and healthy lifestyles in every area of Broxtowe
- Come up with plans to renew our leisure facilities in Broxtowe Borough Council
- Support people to live well with dementia and support those who are lonely or have mental health problems.

## APPENDIX 1B

**HEALTH BUSINESS PLAN 2021–2024**Introduction

An extract of the proposed Community Safety Business Plan is provided below includes the relevant critical success indicators (CSI), key performance indicators (KPI) and the key tasks and priorities for improvement (actions) that are required to be approved by this Committee.

In an attempt to streamline the reporting process, the extract does not include the regular information and data relating to:

- published strategy and policy documents supporting the delivery of priorities and objectives;
- service level objectives;
- contextual baseline service data;
- management performance indicators (MPI); and
- summary of key risks.

This information will be added to the extract below and included in the full Business Plan that will be published on the Council's website in advance of the financial year.

Background

The Business Plan details the projects and activity undertaken in support of the Corporate Plan priority of **Health**.

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 the Corporate Plan are realistic and achievable.

The Business Plan covers a three-year period but will be revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures is undertaken quarterly by this Committee. The Policy and Performance Committee also receives a high level report of progress against Corporate Plan priorities on a quarterly basis.

Business Plan – Performance Indicators and Key Tasks for Improvement

The critical success indicators (CSI), key performance indicators (KPI) and the key tasks and priorities for improvement (actions) are considered in detail below for approval.

## MEASURES OF PERFORMANCE AND SERVICE DATA (Extract)

## CRITICAL SUCCESS INDICATORS (CSI)

Priority leaders work corporately to **define** the **outcome objective** for each priority area and have **identified outcome indicator(s)** which will be **Critical Success Indicators**. There will be a maximum of two CSI for each corporate priority.

Indicator Description (Pentana Code)	Achieved 2017/18	Achieved 2018/19	Achieved 2019/20	Target 2020/21	Target 2021/22	Future Years	Indicator Owner and Comments (incl. benchmarking)
<b>Promote healthy and active life styles in every area of Broxtowe (He1)</b>							
Inactive Adults in Broxtowe Borough % (LLLocal_G09)	23.7%*	18.4%**	19.5%	20%	20%	20%	Data from the annual Sport England 'Active Lives Survey' *Reported October 2018 **Reported October 2019
Air Quality – number of NO <sub>2</sub> diffusion tube samples with annual mean reading at or below 40 micrograms m <sup>-3</sup> (ComS_090)	-	-	40 (100%)	40 (100%)	40 (100%)	40 (100%)	Chief Environmental Health Officer Annual figure
<b>Come up with plans to renew our leisure facilities in Broxtowe Borough Council (He2)</b>							
Linked to Key Tasks	-	-	-	-	-	-	This is a key task
<b>Support people to live well with dementia and support those who are lonely or who have mental health problems (He3)</b>							
Dementia friends trained (ComS_091)	n/a	74	90	80	90	90	Chief Communities Officer

Indicator Description (Pentana Code)	Achieved 2017/18	Achieved 2018/19	Achieved 2019/20	Target 2020/21	Target 2021/22	Future Years	Indicator Owner and Comments (incl. benchmarking)
Personal wellbeing score (Life Satisfaction) for the borough (out of 10) from Office of National Statistics (ComS_092)	7.1	7.8	7.9	8.0	8.1	8.1	Chief Communities Officer  This data measures how satisfied people are with their life overall where "0" is not at all satisfied and "10" is completely satisfied

## KEY PERFORMANCE INDICATORS

Priority leaders identify two sets of performance indicators namely; **Key Performance Indicators (KPI)** for reporting to GMT and Members; and **Management Performance Indicators (MPI)** for use in business planning and performance monitoring at a service level.

Indicator Description (Pentana Code)	Achieved 2017/18	Achieved 2018/19	Achieved 2019/20	Target 2020/21	Target 2021/22	Future Years	Indicator Owner and Comments (incl. benchmarking)
Food - Respond to specific complaints about practices procedures and conditions which may prejudice health in the short term within 1 working day of receipt, and non-urgent complaints/ requests for advice within 5 working days of receipt. (ComS_041 – number of) and (ComS_050 – (%))	349 98%	204 97%	172 97%	- 100%	- 100%	- 100%	Chief Environmental Health Officer  Selection of 1, 3 and 5 days responses depending on risk to public health. Figures not set as target, just response rate.
Infectious Disease - Respond to notifications within 1 working day and requests for advice and information as soon as practicable within 5 working days of receipt. (ComS_042 – number of) and (ComS_051 – (%))	26 100%	32 91%	28 100%	- 100%	- 100%	- 100%	Chief Environmental Health Officer  Investigated in relation to public health significance. Approach to responses aligned within the whole county.  Figures not set as target, just response rate.

Indicator Description (Pentana Code)	Achieved 2017/18	Achieved 2018/19	Achieved 2019/20	Target 2020/21	Target 2021/22	Future Years	Indicator Owner and Comments (incl. benchmarking)
Air Quality - Inspect authorised/ permitted polluting processes due for inspection in accordance with a pre-planned programme based on risk (ComS_055)	100%	100%	100%	100%	100%	100%	Chief Environmental Health Officer All undertaken in second half of year

### KEY TASKS AND PRIORITIES FOR IMPROVEMENT 2021/23 – 2023/24 INCLUDING COMMERCIAL ACTIVITIES

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
COMS 2124_04	Monitor and update Health and Older People Partnership Action Plan (NEW)	Improvement in the health and wellbeing (including mental health) of people in the borough, particularly older people	Agencies working as part of Broxtowe Partnership	Chief Communities Officer March 2022	Within existing budget
COMS 2124_05	Monitor and update Dementia Partnership Action Plan (NEW)	Improved awareness of issues surrounding dementia and better access to support for those with dementia and their carers / families	County Council / Voluntary Sector / Health	Chief Communities Officer March 2022	Within existing budget
COMS 2124_06	Monitor and update Child Poverty Action Plan (NEW)	Reduction of child poverty levels in the borough	Broxtowe BC Departments	Chief Communities Officer March 2022	Within existing budget
COMS 2124_07	Monitor and update Children and Young Persons Partnership Action Plan (NEW)	Improvement in the wellbeing of people in the borough, particularly children and young people	Agencies working as part of Broxtowe Partnership	Chief Communities Officer March 2022	Within existing budget

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
COMS 2124_08	Monitor and Update Mental Health Action Plan	Improvements in the Mental Health and wellbeing of people In the Borough.	Agencies working as part of Broxtowe Partnership	Chief Communities Officer March 2022	Within existing budget
COMS 2124_03	Produce DEFRA Annual Air Quality Status Report (NEW)	Council has a fit for purpose Air Quality Status Report highlighting current status and potential actions.	Notts authorities	Chief Environmental Health Officer June 2021	Within existing budget
COMS(H) 2023)_01	Produce a new Leisure Facilities Strategy	To have a strategy that details maintaining the provision of 3 leisure facilities with a costed timetable to replace two of the existing facilities	Continuum Sports Consultants Liberty Leisure Limited	Deputy Chief Executive	Budget implications will be determined on completion of the Leisure Facilities strategy
LL1922_S01	Get Active Strategy	Reduce inactivity levels and increase the number of volunteers	Active Nottinghamshire Broxtowe Active School Partnership	Managing Director <b>Start</b> April 2019 <b>End</b> Dec 2022	Work will be contained within existing budgets Performance Indicator Targets monitoring progress of this task are set and managed by Liberty Leisure Limited
LL2023_G07	Explore the feasibility of providing a new Exercise Referral scheme.	Ensure that if a referral scheme is implemented that it will contribute to local health and physical activity targets and is sustainable	Primary Care Network ABL Active Notts	Managing Director <b>Start</b> Jan 2021 <b>End</b> Sept 2021	Identify if there is sufficient professional partner support to ensure a referral scheme is needed and will be utilised To determine the financial feasibility of implementing such a scheme.

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
LL2023_G08	Implement a new exercise referral scheme if pre planning and partnership feedback supports its feasibility	Contribute to the delivery of the Get Active strategy reducing inactivity levels in the Borough	Public Health Clinical Commissioning Group Active Notts	Managing Director <b>Start</b> Jan 2022 <b>End</b> Mar 2023	150 annual referrals would provide additional £27,000 of income per year would offset the costs of a full time referral officer post (grade 5)

## APPENDIX 1C

**LIBERTY LEISURE BUSINESS PLAN 2021–2024**Introduction

An extract of the proposed Liberty Leisure Business Plan is provided below includes the relevant critical success indicators (CSI), key performance indicators (KPI) and the key tasks and priorities for improvement (actions) that are required to be approved by this Committee.

In an attempt to streamline the reporting process, the extract does not include the regular information and data relating to:

- published strategy and policy documents supporting the delivery of priorities and objectives;
- service level objectives;
- contextual baseline service data;
- management performance indicators (MPI); and
- summary of key risks.

This information will be added to the extract below and included in the full Business Plan that will be published on the Council's website in advance of the financial year.

Background

The Liberty Leisure Limited Business Plan ensures that the company's projects and performance develop the business objectives of the company while contributing towards the priorities of Broxtowe Borough Council.

The plan outlines the project priorities that Liberty Leisure Limited will implement to develop the company so it can continue to exceed the business objectives agreed with the Council in the Service Agreement and the original five-year Business Plan.

The priority of the company is to deliver an efficient service for the Council while continuing to make contributions to the Council's Corporate Plan priority of Health. The company delivers a programme of opportunities to have a positive impact on the health of local people, to do this Liberty Leisure Limited is guided by the Service Agreement with the Council and its own operational strategies. These documents align the work of Liberty Leisure Limited with other local, regional and national plans to ensure the company's work is of a high quality and contributes to wider objectives.

The business plan covers a three-year period but will be revised and updated annually. A suite of milestones and Key Performance Indicators (KPI) will be used to monitor progress against key tasks and targets.



**Liberty Leisure Limited's values that contribute to the Council's vision are:**

- Innovation – Constantly evolving our offering
- Care – Caring for our community
- Employees – recognising our staff and ensuring a happy workforce for all
- Integrity – always acting with integrity
- Value – Delivering value for all
- Fun – Vibrant and diverse leisure, culture and events that enrich lives

Liberty Leisure Limited specifically contributes to the Council's Corporate Plan by:

- Encouraging active and healthy lifestyles in every area of the Borough
- Supporting the council to produce and deliver its Leisure Facility Strategy

**Business Plan – Performance Indicators and Key Tasks for Improvement**

The critical success indicators (CSI), key performance indicators (KPI) and the key tasks and priorities for improvement (actions) are considered in detail below for approval.

## MEASURES OF PERFORMANCE AND SERVICE DATA (Extract)

## CRITICAL SUCCESS INDICATORS (CSI)

Priority leaders work corporately to **define** the **outcome objective** for each priority area and have **identified outcome indicator(s)** which will be **Critical Success Indicators**. There will be a maximum of two CSI for each corporate priority.

Indicator Description (Pentana Code)	Achieved 2017/18	Achieved 2018/19	Achieved 2019/20	Target 2020/21	Target 2021/22	Future Years	Indicator Owner and Comments (incl. benchmarking)
<b>Increase the number of people who have active lifestyles (He1)</b>							
Total Attendance for Liberty Leisure Limited  (Value stated is the sum of the indicators listed as LLDAPATA_E03; LLDAPATA_H01; LLDAPATA_B01; LLDAPATA_K01; LLDAPATA_C01; LLDAPATA_S01)  (Reported as LLLocal_G02)	1.710m	1.744m	1.603m	1.750m	1.058m	1.320m	Event & Museum Manager Leisure Centre Managers 2020-21 will be negatively affected by the pandemic 2021-22 is an estimate of 66% attendance in line with income predictions as the business begins to recover 2022-23 assumes BLC back to normal, CO still on partial opening and that KLC partially opens from April 2022
Inactive Adults in Broxtowe % (LLLocal_G09)	23.7% Reported Oct 18	18.4% Reported Oct 19	19.5% Reported Oct 20	25%	22%	20%	Managing Director Increases pandemic related Figures obtained from the annual Sport England 'Active Lives Survey'

## KEY PERFORMANCE INDICATORS

Priority leaders should identify two sets of performance indicators namely **Key Performance Indicators (KPI)** for reporting to GMT and Members and **Management Performance Indicators (MPI)** for use in business planning and performance monitoring at a service level.

Indicator Description (Pentana Code)	Achieved 2017/18	Achieved 2018/19	Achieved 2019/20	Target 2020/21	Target 2021/22	Future Years	Indicator Owner and Comments (incl. benchmarking)
Total Number of Annual Direct Debits Collected (LLLocal_G06)	88,281	94,711	96,402	96,000	73,000	71,000	Business Manager  2021/22 assumes 33% growth in DDs from revised 2020/21 forecast of 55,000  2022/23 assumes 10% growth in swim school DDs however this is offset by a forecast loss of 56% DDs at KLC if future arrangements are evenings and weekends only
Total Income (excluding management fee) (LLLocal_G05)	£3.423m*	£3.574m	£3.638m	£3.866m	£2.468m	£2.755m	Managing Director  All actual figures are taken from the general ledger (not final accounts); includes furlough and excludes appropriations.
Operating Expenditure (including central charges) (LLLocal_G04)	£4.396m	£4.236m	£4,593m	£4.735m	£3.830m	£3.965m	Managing Director  All actual figures are taken from the general ledger (not final accounts); excludes capital depreciation and pension back-pay.

Indicator Description (Pentana Code)	Achieved 2017/18	Achieved 2018/19	Achieved 2019/20	Target 2020/21	Target 2021/22	Future Years	Indicator Owner and Comments (incl. benchmarking)
Management Fee from the Council to Liberty Leisure Ltd (LLLocal_G05)	£1.160m	£1.030m	£995,000	£850k	£1.362m	£1.210m	Managing Director Figures assume Events and Museum is merged with service reduction and that there are no further reductions in service beyond those made during 2020/21.
Subsidy per visit (The Council's subsidy based on the annual management fee paid to the company) (LLLocal_G06)	67.8p	59.1p	55.5p TBC	48.6p	£1.35	£1.17	Managing Director Subsidy per head assumes 64% of the 2019/20 attendance is achieved in 2021/22. For 2022/23, 72% of 2019/20 figure is assumed. However, the outcome of negotiations with EMET and KLC will impact on these assumptions
Subsidy per visit (Liberty Leisure Ltd subsidy based on operating incomes and expenditures) (LLLocal_G07)	58.1 pence	38.0 pence	57.8 pence	49.7 pence	£1.35	£1.17	Managing Director Subsidy per head assumes 64% of the 2019/20 attendance is achieved in 2021/22. For 2022/23, 72% of 2019/20 figure is assumed. However, the outcome of negotiations with EMET and KLC will impact on these assumptions
APSE Customer Satisfaction Survey (LLLocal_G08)	70%	80%	83%	N/A	80%	80%	Business Manager No customer survey was completed for 2020/21

## KEY TASKS AND PRIORITIES FOR IMPROVEMENT 2021/23 – 2023/24 INCLUDING COMMERCIAL ACTIVITIES

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
<b>Business Development</b>					
NEW	Grow fitness and swim school memberships	Recover income lost during the lockdowns to return the company's finances to pre pandemic levels	Technogym; Les Mills Innovatise Omnicore Gym Sales Primary Care Network	Leisure Centre Managers; Business Manager <b>Start</b> Apr 2021 <b>End</b> Mar 2024	Baseline, estimated direct debit collections for 2020/21 reduced from 8,000 per month to 4,200 Monthly target 2021/22 is 6,080
NEW	Utilise vacant shop space to increase restricted leisure centre capacities for spin classes	Provide sufficient spin classes to meet demand and improve the retention of fitness customers	Broxtowe Borough Council	Manager BLC <b>Start</b> Jan 2021 <b>End</b> Mar 2023	Minimal running costs £20k Built into growth in fitness memberships
LL2023_G07 <i>Amended detail and dates</i>	Explore the feasibility of providing a new Exercise Referral scheme.	Ensure that if a referral scheme is implemented that it will contribute to local health and physical activity targets and is sustainable	Primary Care Network ABL Active Notts	Managing Director <b>Start</b> Jan 2021 <b>End</b> Sept 2021	Identify if there is sufficient professional partner support to ensure a referral scheme is needed and will be utilised  Determine the financial feasibility of implementing scheme.
LL2023_G08 <i>Amended detail and dates</i>	Implement a new exercise referral scheme if pre planning and partnership feedback supports its feasibility	Contribute to the delivery of the Get Active strategy reducing inactivity levels in the Borough	Public Health Clinical Commissioning Group Active Notts	Managing Director <b>Start</b> Jan 2022 <b>End</b> Mar 2023	150 annual referrals would provide additional £27,000 of income per year would offset the costs of a full time referral officer post (grade 5)

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
LL2023_G02 <i>Amended details</i>	Increasing sales by delivering activities that are outside of the company's core business	Implement a corporate health programme. Increase First Aid training sales Review and improve the Corporate Membership package offered	Personal Trainers NUCO New College Nottm	Business Development Officer <b>Start</b> Apr 2020 <b>End</b> Mar 2023	Programme to be delivered within existing time of the business team. First aid trainer qualification costs contained within training budget Target addition surplus from forecast sales 2021/22 £9,000 2022/23 £11,000
NEW	Improve financial efficiency by reviewing the provision of services provided to the company by Broxtowe Borough Council	Improve financial efficiency in the provision of financial support. Identify opportunity to share financial savings in other services provided by the council to the company	Broxtowe Borough Council Haines Watts Accountants Civica Financials ICT/Payroll	Managing Director <b>Start</b> Apr 2021 <b>End</b> Mar 2022	£25,000 saving based on charges agreed for financial services in 2021/22. Savings on the actual £50,000 saving. Any potential efficiencies identified from other service providers to be considered as opportunities allow
NEW	Improve the functionality of the Liberty Leisure Ltd App	Book direct off a class timetable, intuitive bookings, QR code leisure cards, stream online classes	Innovatise Omnico	Business Manager	£4,500 plus £1,000 ongoing Direct savings £1,000 per year. Improve customer experience
LL1922_G04 <i>Amended target dates</i>	Set up Liberty Leisure Limited as a Direct Debit Bureau	Have the ability to collect direct debits for other organisations	Omnico Bottomline Ice Blue	Business Manager <b>Start</b> Apr 2021 <b>End</b> Mar 2022	Set up costs £14,200 Ongoing costs £2,500 Estimated income from one customer £10,000 in a full year

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
LL2023_G03	Support people who have been made redundant from work to remain physically active	Provide a short term opportunity to keep people active and to provide a financial stepping stone for people to become members	Job Centre Plus	Business Manager <b>Start</b> Apr 2020 <b>End</b> Mar 2022	A number of details including the length of time that free use will be made available need to be determined before implementation
LL2023_G05	Review concessionary leisure card fees	Introduce an annual charge for the use of the concessionary leisure card	Broxtowe BC	Business Manager <b>Start</b> Apr 2021 <b>End</b> Mar 2022	Additional annual income of £4,000
LL2023_G06 <i>Amended target dates</i>	Develop and implement an intranet for the company	Improve communication across the Liberty Leisure Ltd team	Three65 Media	Business Manager <b>Start</b> Apr 2020 <b>End</b> Mar 2021	Initial order placed and work started before first lockdown. Further £2,000 will be required for identified additional functionality
<b>D.H. Lawrence Birthplace Museum and Events</b>					
LL2023_E01 <i>Amended target dates</i>	Complete a new Cultural Services Strategy	Provide an overview of how the museum and the events programme will be developed and delivered between 2021-2024	Arts Council England Broxtowe Borough Council	Cultural Services Manager <b>Start</b> Apr 2021 <b>End</b> Sept 2021	Develop a joined up approach to both service areas to help develop new ideas to increase community engagement. Subject to funding from BBC for an additional Events Officer
NEW	Reduce the costs of operating the DH Lawrence Birthplace Museum and Community Events	Merge the community events and museum teams. Reduce museum opening times and develop different event/activity opportunities	Broxtowe Borough Council Parish Councils Hemlock Jubilee Committee	Cultural Services Manager <b>Start</b> Apr 2021 <b>End</b> Sept 2021	Forecasted staffing costs of both services before the pandemic was £156,700. The operating events budget was £99,000 Staffing savings of £55,000 plus event operational savings £64,000 Potential savings for a full year £109,000

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
LL2023_E03	Reinterpret the content and the way the museums artefacts are presented	Refresh the museum to ensure that it continues to attract visitors	Museum Development East Midlands (MDEM) Heritage Lottery Fund	Cultural Services Manager / Museum Collections Officer <b>Start</b> Apr 2021 <b>End</b> Mar 2022	Increasing visits through return visits being encouraged and increased dwell time through new forms of interaction with the collection
<b>Leisure Centres</b>					
LL2023_G10 <i>Amended target dates</i>	Increase children's birthday party provision. Improve and expand existing party provision.	To increase the number of birthday parties delivered across Liberty Leisure Ltd each year	None	Business Development Officer <b>Start</b> Apr 2021 <b>End</b> Mar 2022	Increase surplus from the delivery of birthday parties by £5,200 in year one.
NEW	Re use partially developed space to add changing capacity for public and swim lessons at Kimberley Leisure Centre	To enable KLC to maximise its swimming income potential for 2021-22	None	KLC Manager  <b>Start</b> Jan 2021 <b>End</b> Mar 2022	Expected swim income without development is £14,600 per month. Additional income and staff savings with the development is £6,550 per month. Cost of development is £36,300. Payback period 6 months from completion of the project. £41,400 surplus (post covid comparisons).
<b>Get Active</b>					
LL1922_S01 <i>Amended end date</i>	Implement the Get Active Strategy	Reduce inactivity levels and increase the number of volunteers	Primary Care Network Active Nottinghamshire Broxtowe Active School Partnership	Managing Director <b>Start</b> Apr 2019 <b>End</b> Dec 2022	Work will be contained within existing budgets Targets are detailed in company's performance data



Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
NEW	Develop new partnerships to increase utilisations of vacated space	Recover lost income following the lockdowns by generating new business utilising vacated spaces Development of targeted activity for vulnerable people activity at Chilwell Olympia	ABL Primary Care Network Notts County Council	Leisure Centre Managers Business Development <b>Start</b> Jan 2021 <b>End</b> March 2023	£10,000 additional income 2021/22 £20,000 additional income 2022/23
LL2023_S01 <i>Amended dates</i>	Formalising volunteering opportunities available through Liberty Leisure Limited	Improving the volunteer experience by introducing a new volunteer policy, online application package and personalised welcome. Increase the number of people volunteering through the company	Volunteer Action Bureau	Sports Development Officers <b>Start</b> Apr 2020 <b>End</b> Mar 2023	£3,000 is the identified annual cost of supporting volunteers through contributing to expenses incurred. This cost will be retained within the existing revenue budget
<b>Broxtowe Borough Council &amp; Liberty Leisure Ltd</b>					
LL2023_C01 <i>Amended details and target dates</i>	Investigate potential partnership funding, planning potential and local support to develop a full size 3G football pitch at Chilwell Olympia	Increase attendance and income through football activities	Football Foundation Chilwell School Broxtowe Borough Council	Deputy Chief Executive / Leisure Facility Strategy working group Managing Director  <b>Start</b> Apr 2022	Estimated additional surplus income from a new MUGA alone is £68,000 per year. Capital costs will be in excess of £750,000. It is likely that 50% of this cost would need to be found by the Council / School as partner funding. The local football facilities plan completed with the football foundation places this project on the local priority list. <i>This development depends on the outcome of the Council's Leisure Facilities strategy work</i>

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
LL2023_G11 Amended dates	Installation of new fitness equipment at each of the leisure facility sites	Maintain existing fitness membership income Ensure equipment maintenance costs remain within existing revenue budgets	Procurement to be made available to all potential suppliers	Deputy Chief Executive Managing Director <b>Start</b> Jan 2022 <b>End</b> Jan 2023	Capital expenditure £600,000 Additional items include digital solutions to support customer use of the hardware, approximate costs £20k per year Extend the Global Support contract as an alternative to replacing the equipment. Move equipment replacement to Dec/Jan 2023. £30k estimated for Global Support, included in the capital programme. Target dates to be reviewed depending on the implementation of the council's Leisure Facility Strategy

## APPENDIX 1D

**BEREAVEMENT SERVICES BUSINESS PLAN 2021–2024**Introduction

An extract of the proposed Bereavement Services Business Plan is provided below includes the relevant critical success indicators (CSI), key performance indicators (KPI) and the key tasks and priorities for improvement (actions) that are required to be approved by this Committee.

In an attempt to streamline the reporting process, the extract does not include the regular information and data relating to:

- published strategy and policy documents supporting the delivery of priorities and objectives;
- service level objectives;
- contextual baseline service data;
- management performance indicators (MPI); and
- summary of key risks.

This information will be added to the extract below and included in the full Business Plan that will be published on the Council's website in advance of the financial year.

Background

The Business Plan details the projects and activity undertaken in support of the Broxtowe Corporate Plan priorities. It also considers the equivalent corporate objectives of Erewash Borough Council.

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.

The Business Plan covers a three-year period but will be revised and updated annually. Detailed scrutiny of the Bereavement Services functions and performance, especially the Crematorium, is undertaken by the Bramcote Bereavement Services Joint Committee.

Business Plan – Performance Indicators and Key Tasks for Improvement

The critical success indicators (CSI), key performance indicators (KPI) and the key tasks and priorities for improvement (actions) are considered in detail below for approval.

**MEASURES OF PERFORMANCE AND SERVICE DATA (Extract)****CRITICAL SUCCESS INDICATORS (CSI)**

Priority leaders work corporately to **define** the **outcome objective** for each priority area and have **identified outcome indicator(s)** which will be **Critical Success Indicators**. There will be a maximum of two CSI for each corporate priority.

Indicator Description (Pentana Code)	Achieved 2017/18	Achieved 2018/19	Achieved 2019/20	Target 2020/21	Target 2021/22	Future Years	Indicator Owner and Comments (incl. benchmarking)
Net surplus/(cost) of bereavement services to Broxtowe * (BSLocal_06)	£181k	£239k	£364k	£202k	£298k	£298k	Head of Finance Services

**KEY PERFORMANCE INDICATORS**

Priority leaders identify two sets of performance indicators namely; **Key Performance Indicators (KPI)** for reporting to GMT and Members; and **Management Performance Indicators (MPI)** for use in business planning and performance monitoring at a service level.

Indicator Description (Pentana Code)	Achieved 2017/18	Achieved 2018/19	Achieved 2019/20	Target 2020/21	Target 2021/22	Future Years	Indicator Owner and Comments (incl. benchmarking)
Crematorium surplus revenue distribution to Broxtowe (BSLocal_06a)	£280k	£400k	£500k	£300k	£300k	£400k	Head of Finance Services
Net surplus/(cost) of Broxtowe cemeteries (BSLocal_06b)	(£99k)	(£161k)	(£136k)	(£98k)	(£102k)	(102k)	Head of Finance Services

The Bramcote Bereavement Services Joint Committee receives quarterly detailed reports on the performance of Bramcote Crematorium, and the Crematorium also seeks feedback at its Services of Remembrance and Open Days. This feedback is also reported to the Joint Committee.

## KEY TASKS AND PRIORITIES FOR IMPROVEMENT 2021/23 – 2023/24 INCLUDING COMMERCIAL ACTIVITIES

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
BS1417_06	Sell and develop the land behind the crematorium	Capital receipts, housing development, landscape buffer, replacement cremators	In conjunction with adjacent landowners, tendered cremator replacement	Head of Property Services March 2022	Capital receipt
BS1417_11	Complete essential remedial work to memorials in Broxtowe cemeteries.	Memorial safety	External specialist	Parks and Green Spaces Manger Timescale March 2023 to finish all Borough cemeteries	Cemeteries at Kimberley, Stapleford and Beeston are complete. The next cemetery to be undertaken will be Chilwell in accordance with the initial priority assessment of all 5 cemeteries
BS1417_12	Undertake memorial inspections in Broxtowe closed churchyards	Memorial safety	External specialist	Parks and Green Spaces Manager Projected start April 2023; completion by March 2025	This work will follow the work in the Boroughs cemeteries
BS1417_13	Commence essential remedial work to memorials in Broxtowe closed churchyards	Memorial safety	External specialist	Parks and Green Spaces Manager Projected start October 2023; completion by March 2025	Part of above with any priority works undertaken as part of memorial safety programme of works in the cemeteries
BS1922_01	Implement Crematorium works programme 2021-2024	As per the BBSJC reports	Variety of external contractors	Capital Works Manager Bereavement Services Manager March 2024	All fully funded via the approved medium term financial strategy

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
BSDP 2023_01	Complete memorial inspections in Broxtowe cemeteries	Memorial safety	External specialist	Parks and Green Spaces Manager Timescale March 2023 to finish all Borough cemeteries	
NEW	Investigate potential to connect to main sewer within the new development at the land adjacent to the crematorium	Improved foul and surface water drainage system to reduce maintenance costs and the possibility of flooding	External Developers	Head of Asset Management March 2024	Funding implications to be considered as part of medium term financial strategy
NEW	Upgrade of bereavement software	Improve management of the cemetery and crematorium services	External Parties	Head of Environment Bereavement Services Manager March 2022	Within existing budgets
NEW	Make Bramcote Crematorium the crematoria of choice within the local area	Increase number of cremations and the income received	External Parties Internal Communication Department	Head of Environment Bereavement Services Manager March 2024	Funded from existing budgets

## APPENDIX 2a

<b>Leisure and Health Portfolio - Revenue Budgets</b>		
<b>Cost Centre</b>	<b>2020/21 Revised Budget (as at December 2020)</b>	<b>2021/22 Base Budget (as at December 2020)</b>
Community Facilities	31,790	33,700
Corporate Leisure	17,570	0
Chilwell Community Centre	4,390	4,410
Montrose Court	1,390	1,390
Grants & Loans To Voluntary Organisations	173,640	174,228
Hall Park	61,620	61,555
Cemeteries	98,290	102,089
Allotments - Management	0	0
Beeston Allotments	0	0
Car Parks - Surface	143,780	132,731
Leisure Strategy and Management	1,610,870	1,212,395
DH Lawrence Museum	0	0
Bramcote Leisure Centre	0	0
Chilwell Olympia	0	0
Kimberley Leisure Centre	0	0
	<b>2,143,340</b>	<b>1,722,498</b>
<b>Leisure and Health Portfolio - Revenue Budgets</b>		
<b>Cost Centre</b>	<b>2020/21 Revised Budget (as at December 2020)</b>	<b>2021/22 Base Budget (as at December 2020)</b>
Employees	181,450	162,855
Premises	185,510	189,350
Transport	5,970	5,560
Supplies & Services	326,390	294,922
Third Party Payments	1,458,420	1,122,762
Central Support Recharges	166,860	177,823
Capital Charges	362,000	313,450
Income	(543,260)	(544,224)
	<b>2,143,340</b>	<b>1,722,498</b>

The change in the 2021/22 base budget for total net expenditure when compared with the 2020/21 revised estimate is primarily a consequence of the following items:

	<b>Change (£)</b>
<b>Corporate Leisure</b> - Staff and other costs associated with the “client” function for leisure and cultural activities will be recharged across other service areas from 2021/22.	(17,570)
<b>Car Parks – Surface</b> - Employee costs in the 2021/22 base budget are £18,600 lower than in the 2020/21 revised estimate.	(18,600)
<b>Leisure Strategy and Management</b> - The 2020/21 revised estimate for the Liberty Leisure management fee is comprised of the £845,000 base budget for the year plus a contribution of £134,400 towards 20% of the cost of furloughed staff from April to July 2020 (per Finance and Resources Committee on 8 October 2020) and a contribution of £117,000 for voluntary redundancy and pension strain costs for a number of Liberty Leisure staff (per Finance and Resources Committee on 10 December 2020) as well as a further £300,000 intended to address income shortfalls during the Covid-19 pandemic less £200,000 that it is hoped that Liberty Leisure will receive following a bid to the National Leisure Recovery Fund. The outcome of this bid is presently awaited. - The 2021/22 base budget for the Liberty Leisure management fee is £845,000 as was the 2020/21 base budget.	(351,400)



## LEISURE AND HEALTH CAPITAL PROGRAMME

No.	Scheme	Start	Finish	Estimated Total Cost				Net Revenue Costs in 2021/22	Full Years Revenue Effect of (6)	Net Effect of (5)
					2021/22	2022/23	2023/24			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
				£	£	£		£	£	£
	<u>BRAMCOTE LEISURE CENTRE</u>									
1.	Main Pool Filter Media Replacement Works	July 21	Aug 21	15,000	15,000	0	0	0	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			15,000	15,000	0	0	0	0	0
2.	Refurbish Fitness Changing Rooms* Works	July 21	Aug 21	35,000	35,000	0	0	0	0	0
	Capital Salaries			3,500	3,500	0	0	0	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			38,500	38,500	0	0	0	0	0
	Replacement of Teaching Pool Filter Works	Dec 21	Dec 21	25,000	25,000	0	0	(3,000)	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			25,000	25,000	0	0	(3,000)	0	0
4.	Replacement of Flat Roofs Works	Aug 21	Nov 21	160,000	160,000	0	0	0	0	0
	Capital Salaries			16,000	16,000	0	0	0	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			176,000	176,000	0	0	0	0	0
5.	Replacement of Teaching Pool Windows Works	Aug 21	Aug 21	30,000	30,000	0	0	0	0	0
	Capital Salaries			3,000	3,000	0	0	0	0	0
	<b>ACTIVELY SSEEKING FUNDING</b>			33,000	33,000	0	0	0	0	0
	*Dependant on Leisure Strategy									
	<b>Leisure and Health Carried Forward</b>			<b>287,500</b>	<b>287,500</b>	<b>0</b>	<b>0</b>	<b>(3,000)</b>	<b>0</b>	<b>0</b>

## LEISURE AND HEALTH CAPITAL PROGRAMME

No.	Scheme	Start	Finish	Estimated Total Cost				Net Revenue Costs in 2021/22	Full Years Revenue Effect of (6)	Net Effect of (5)
					2021/22	2022/23	2023/24			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
				£	£	£		£	£	£
	<b>Leisure and Health Brought Forward</b>			<b>287,500</b>	<b>287,500</b>	<b>0</b>	<b>0</b>	<b>(3,000)</b>	<b>0</b>	<b>0</b>
	<u>BRAMCOTE LEISURE CENTRE - CONTINUED</u>									
6.	Replacement of Main Pool Windows* Works Capital Salaries <b>ACTIVELY SEEKING FUNDING</b>	Aug 21	Sept 21	80,000 8,500 93,500	80,000 8,500 93,500	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
7.	Replacement Intruder Alarm Works <b>ACTIVELY SEEKING FUNDING</b>	May 21	May 21	20,000 20,000	20,000 20,000	0 0	0 0	0 0	0 0	0 0
8.	Refurbishment of Pool Surrounds* Works <b>ACTIVELY SEEKING FUNDING</b>	Mar 22	Mar 22	80,000 80,000	80,000 80,000	0 0	0 0	0 0	0 0	0 0
9.	Replacement of High Voltage Transformer Works Plant <b>ACTIVELY SEEKING FUNDING</b>	Aug 21	Aug 21	7,000 50,000 57,000	7,000 50,000 57,000	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
10.	Replacement Heating Valves Works Plant Capital Salaries <b>ACTIVELY SEEKING FUNDING</b>	Aug 21	Aug 21	15,000 5,000 2,500 22,500	15,000 5,000 2,500 22,500	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
	*Dependant on Leisure Strategy									
	<b>Leisure and Environment Carried Forward</b>			<b>560,500</b>	<b>560,500</b>	<b>0</b>	<b>0</b>	<b>(3,000)</b>	<b>0</b>	<b>0</b>

## LEISURE AND HEALTH CAPITAL PROGRAMME

No.	Scheme	Start	Finish	Estimated Total Cost				Net Revenue Costs in 2020/21	Full Years Revenue Effect of (6)	Net Effect of (5)
					2021/22	2022/23	2023/24			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	<b>Leisure and Health Brought Forward</b>			£ <b>560,500</b>	£ <b>560,500</b>	£ <b>0</b>	<b>0</b>	£ <b>(3,000)</b>	£ <b>0</b>	£ <b>0</b>
	<u>BRAMCOTE LEISURE CENTRE - CONTINUED</u>									
11.	Replacement Hot Water Calorifier Works <b>ACTIVELY SEEKING FUNDING</b>	Aug 21	Aug 21	20,000 20,000	20,000 20,000	0 0	0 0	0 0	0 0	0 0
	TOTAL - BRAMCOTE LEISURE CENTRE			<b>580,500</b>	<b>580,500</b>	<b>0</b>	<b>0</b>	<b>(3,000)</b>	<b>0</b>	<b>0</b>
	<u>KIMBERLEY LEISURE CENTRE</u>									
12.	Electrical, Window and Drainage Works <b>ACTIVELY SEEKING FUNDING</b>	Aug 21	Aug 21	12,500 12,500	12,500 12,500	0 0	0 0	0 0	0 0	0 0
13.	Replacement Pool Circulation and Shower Pumps Equipment <b>ACTIVELY SEEKING FUNDING</b>	Dec 21	Dec 21	12,000 12,000	12,000 12,000	0 0	0 0	0 0	0 0	0 0
14.	Extension of Gym Changing Facilities Works Capital Salaries <b>ACTIVELY SEEKING FUNDING</b>	Apr 21	June 21	33,000 3,000 36,000	33,000 3,000 36,000	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
	<b>Leisure and Health Carried Forward</b>			<b>641,000</b>	<b>641,000</b>	<b>0</b>	<b>0</b>	<b>(3,000)</b>	<b>0</b>	<b>0</b>

## LEISURE AND HEALTH CAPITAL PROGRAMME

No.	Scheme	Start	Finish	Estimated Total Cost				Net Revenue Costs in 2021/22	Full Years Revenue Effect of (6)	Net Effect of (5)
					2021/22	2022/23	2023/24			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
				£	£	£		£	£	£
	<b>Leisure and Health Brought Forward</b>			<b>641,000</b>	<b>641,000</b>	<b>0</b>	<b>0</b>	<b>(3,000)</b>	<b>0</b>	<b>0</b>
	<u>KIMBERLEY LEISURE CENTRE- CONTINUED</u>									
15.	Replacement Pool and Plant Filters Equipment	Apr 21	Apr 21	20,000	20,000	0	0	0	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			20,000	20,000	0	0	0	0	0
16.	Replacement of External Cladding to Front Elevation Works	July 22	Aug 22	50,000	0	50,000	0	0	0	0
	Fees			8,500	0	8,500	0	0	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			58,500	0	58,500	0	0	0	0
17.	Refurbishment of Pool Surrounds Equipment	Dec 22	Dec 22	50,000	0	50,000	0	15,000	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			50,000	0	50,000	0	15,000	0	0
18.	Renew pH Controllers Equipment	Dec 22	Dec 22	5,500	0	5,500	0	0	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			5,500	0	5,500	0	0	0	0
	<b>Leisure and Health Carried Forward</b>			<b>775,000</b>	<b>661,000</b>	<b>114,000</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>0</b>

## LEISURE AND HEALTH CAPITAL PROGRAMME

No.	Scheme	Start	Finish	Estimated Total Cost				Net Revenue Costs in 2021/22	Full Years Revenue Effect of (6)	Net Effect of (5)
					2021/22	2022/23	2023/24			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	<b>Leisure and Health Brought Forward</b>			£ <b>775,000</b>	£ <b>661,000</b>	£ <b>114,000</b>	<b>0</b>	£ <b>12,000</b>	£ <b>0</b>	£ <b>0</b>
	<u>KIMBERLEY LEISURE CENTRE - CONTINUED</u>									
19.	Extension of Sports Hall Store Room Works Capital Salaries	Apr 22	Jun 22	20,000 2,000	0 0	20,000 2,000	0 0	0 0	0 0	0 0
	<b>ACTIVELY SEEKING FUNDING</b>			22,000	0	22,000	0	0	0	0
20.	Renewal of External Building Lights Equipment	Aug 22	Aug 22	15,000	0	15,000	0	0	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			15,000	0	15,000	0	0	0	0
21.	Renewal of Disabled Lift to Gym Corridor Works Fees	Aug 22	Aug 22	14,000 500	0 0	14,000 500	0 0	0 0	0 0	0 0
	<b>ACTIVELY SEEKING FUNDING</b>			14,500	0	14,500	0	0	0	0
22.	Replace Spin Bikes Equipment	Dec 22	Dec 22	25,000	0	25,000	0	0	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			25,000	0	25,000	0	0	0	0
	<b>Leisure and Health Carried Forward</b>			<b>851,500</b>	<b>661,000</b>	<b>190,500</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>0</b>

## LEISURE AND HEALTH CAPITAL PROGRAMME

No.	Scheme	Start	Finish	Estimated Total Cost				Net Revenue Costs in 2021/22	Full Years Revenue Effect of (6)	Net Effect of (5)
					2021/22	2022/23	2023/24			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
				£	£	£		£	£	£
	<b>Leisure and Health Brought Forward</b>			<b>851,500</b>	<b>661,000</b>	<b>190,500</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>0</b>
	<u>KIMBERLEY LEISURE CENTRE - CONTINUED</u>									
23.	Cleaning Equipment	Aug 22	Aug 22	12,000	0	12,000	0	0	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			12,000	0	12,000	0	0	0	0
24.	Renewal of Intruder Alarm Sensors	Aug 21	Aug 21	8,500	8,500	0	0	0	0	0
	<b>ACTIVELY SEEKING FUNDING</b>			8,500	8,500	0	0	0	0	0
25.	Replace Pipework – Plant Room to Swimming Pool	Oct 21	Jan 22	250,000	250,000	0	0	0	0	0
	Works			25,000	25,000	0	0	0	0	0
	Fees			275,000	275,000	0	0	0	0	0
	<b>ACTIVELY SEEKING FUNDING</b>									
	<b>TOTAL - KIMBERLEY LEISURE CENTRE</b>			<b>566,500</b>	<b>364,000</b>	<b>202,500</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>
	<b>Leisure and Health Carried Forward</b>			<b>1,147,000</b>	<b>944,500</b>	<b>202,500</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>0</b>

## LEISURE AND HEALTH CAPITAL PROGRAMME

No.	Scheme	Start	Finish	Estimated Total Cost				Net Revenue Costs in 2021/22	Full Years Revenue Effect of (6)	Net Effect of (5)
					2021/22	2022/23	2023/24			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
				£	£	£		£	£	£
	<b>Leisure and Health Brought Forward</b>			<b>1,147,000</b>	<b>944,500</b>	<b>202,500</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>0</b>
	<u>CHILWELL OLYMPIA</u>									
26.	Refurbishment of Male Changing Room Works Equipment Plant	Apr 21	Sept 21	40,000 32,000 7,500	40,000 32,000 7,500	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
	<b>ACTIVELY SEEKING FUNDING</b>			<b>79,500</b>	<b>79,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	TOTAL - CHILWELL OLYMPIA			79,500	79,500	0	0	0	0	0
27.	Technogym (All sites)	Dec 23	Jan 24	600,000 600,000	0 0	0 0	600,000 600,000	0 0	0 0	0 0
28.	Cemeteries/Closed Churchyards-Footpath Impts Works Capital Salaries	Jun 20	Mar 23	60,750 29,250	20,250 9,750	20,250 9,750	20,250 9,750	0 0	0 0	0 0
	<b>ACTIVELY SEEKING FUNDING</b>			<b>90,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Leisure and Health Total</b>			<b>1,916,500</b>	<b>1,054,000</b>	<b>232,500</b>	<b>630,000</b>	<b>12,000</b>	<b>0</b>	<b>0</b>

**LEISURE AND HEALTH CAPITAL PROGRAMME 2021/22**Scheme  
Number1. Bramcote Leisure Centre – Main Pool Filer Media Replacement (£15,000)

The present main pool filter media was installed in 2009 and has reached the end of its recommended useful life. Continuing to use the present filter media could result in reduced filtering efficiency and poor water quality with resulting consequences in terms of health and safety. A significant deterioration in the quality of the water in the main pool could require the closure of the facility with an association loss of income.

This budget will provide for the installation of a new main pool filter media that should increase efficiency and enhance health and safety.

2. Bramcote Leisure Centre – Refurbishment of Fitness Gym Changing Rooms (£38,500)

The male and female changing rooms were designed and built over thirty years ago. The facilities do not meet the current levels of demand as they are now required to provide changing and showering facilities for either the fitness suite or one of the three fitness studios. This budget would provide additional changing facilities by utilising the space of the existing male and female changing rooms to create a mixed sex area with changing cubicles, showers and toilet facilities.

3. Bramcote Leisure Centre – Replacement of Teaching Pool Filter (£25,000)

The previous teaching pool filter was replaced over fifteen years ago and the present filter is being repaired on a regular basis. There is a requirement to replace the present filler with a more efficient model before a total failure is encountered.

This budget will provide for the replacement of the present teaching pool filter before it deteriorates further.

4. Bramcote Leisure Centre – Replacement of Flat Roofs (£176,000)

This budget is required because during wet weather, numerous leaks appear, either as dripping water or through damage to ceiling tiles. Should this not be addressed then there is a significant possibility that wet weather may require the closure of facilities and result in a reduction in the service provided to customers and the level of income received.



5. Bramcote Leisure Centre – Replacement of Teaching Pool Windows (£33,000)

The bottoms of these frames are rotten and worse than the Main Pool ones. This budget would enable these to be replaced and their hardwood construction would ensure they last for some years.

6. Bramcote Leisure Centre – Replacement of Main Pool Windows (£93,500)

A number of window frames are showing signs of decay. This budget would enable these to be replaced and their hardwood construction would ensure they last for some years.

7. Bramcote Leisure Centre – Replacement Intruder Alarm ( £20,000)

The current system is operational however servicing of the main control board is becoming increasingly difficult. This budget will enable the system to be replaced.

8. Bramcote Leisure Centre – Refurbishment of Pool Surrounds (£80,000)

The tiled surrounds of both swimming pools have deteriorated significantly since being laid around 50 years ago and there are a number of areas that require remedial work. This budget would enable a non-slip coating specifically designed for wet surfaces to be applied to the existing tiled surface. This would both improve the general appearance of the facility and allow for easy maintenance.

9. Bramcote Leisure Centre- Replacement of High Voltage Transformer (£57,000)

The transformer converts the high voltage electricity supply into a voltage suitable for consumption on the leisure centre site. It has been in use for approximately fifty years and there is therefore a strong risk of failure. If the transformer were to fail then the leisure centre would not be able to open due to the lack of power. A temporary generator would cost around £6,000 per month. This budget therefore provides for the replacement of the present model with a modern, efficient model.

10. Bramcote Leisure Centre - Replacement Heating Valves (£22,500)

Various heating valves require replacement due to either leaking or not operating as intended. These include valves that form part of the heating to the main pool hall. Failure to replace the valves would mean that the necessary environmental controls at the centre could not be maintained and would impact upon the service received by customers.

This budget would allow these heating valves to be replaced. Due to the legislative requirements of managing asbestos, this work will be undertaken by specialist operatives.

11. Bramcote Leisure Centre – Replacement Hot Water Calorifier (£20,000)

The hot water calorifier generates and stores domestic hot water for the taps and showers. This has been in place since Bramcote Leisure Centre was built over 50 years ago. The unit is clad in two inches of insulation with an aluminium jacket. Significant signs of corrosion are present on the aluminium jacket which indicate that water is seeping from the unit along with the risk that it may fail at some future date.

This budget would allow for the replacement of the hot water calorifier with an efficient, modern unit and reduce the risk of failure and resulting implications upon attendances and income.

12. Kimberley Leisure Centre- Electrical, Window and Drainage Works (£12,000)

Following a condition survey commissioned by Kimberley School in 2017, there are a number of essential, high priority maintenance works required to preserve the structural and electrical integrity of the building. These include repairs to the flat roof, the renewal of drainage pipes, the replacement of some windows as well as the replacement of distribution boards and other associated electrical works and the installation of a new pool extraction fan. ,

13. Kimberley Leisure Centre – Replacement Pool Circulation & Shower Pumps (£12,000)

The main pool and teaching pool circulation pumps along with the male pool changing room shower pump have been in place since 2000 and are becoming increasingly expensive to maintain. The failure of the swimming pool circulation pumps would result in the closure of the pools. This budget would enable the pumps to be replaced with modern devices.

14. Kimberley Leisure Centre- Extension of Gym Changing Facilities (£36,000)

The existing changing rooms for the swimming pools at the Centre do not meet the needs or expectations of users and regular feedback is received concerning their poor quality.

This scheme to extend the gym changing facilities would allow more people to use the swimming pools and enable the operator to generate additional income.

15. Kimberley Leisure Centre – Replacement Pool and Plant Filters (£20,000)

The filters for cleaning water that passes through the site are at the end of their useful life. These usually last for 10 years. The current filters were installed in 2010 and now need to be replaced.

16. Kimberley Leisure Centre – Renewal of Intruder Alarm Sensors (£8,500)

The current intruder alarm system was installed in 2004/05. The working life of the alarm sensors is approximately 15 years and they are therefore due to be replaced.

A fully functioning intruder alarm system can deter burglars and the protection that it provides to both the building and its contents allow normal operations to continue.

17. Kimberley Leisure Centre – Replace Pipework from Plant Room to Swimming Pool (£275,000)

Unlike most modern swimming pools that are constructed to provide easy access to maintain and renew pipework, valves and associated plant through tunnels and ducts, the flow and return pipework to both the Main Pool and Teaching Pool at Kimberley Leisure Centre runs from a Plant Room through underground brick tunnels to the pools and returns through the same tunnels.

In 2017 and 2018 the condition of the pipework resulted in a number of significant issues. For example, both pools had to close for three weeks in 2017 and the Teaching Pool was closed for three months in the winter of 2018/19 due to a water leak between the concrete pool tank and a concrete pipework tunnel adjacent to it.

This budget would replace the existing pipework and allow the structural integrity of the pool tanks to be maintained whilst avoiding the risk of a potential catastrophic failure should further problems be encountered.

18. Chilwell Olympia – Refurbishment of Male Changing Room (£79,500)

The male changing rooms at Chilwell Olympia are the original facilities from when the building was constructed over 40 years. Concerns have been raised by customers about the poor condition of the male changing rooms and repairs to the heating pipework have indicated that further work is necessary due to the old tile system on the floor no longer being available.

This budget is intended to provide a modern and safe environment for customers, encourage attendance and ensure a good working relationship with Chilwell School. The proposed refurbishment would see the replacement of the flooring, plumbing, electrics, showers and furniture and avoid the cost of potentially expensive future repairs.

19. Cemeteries – Footpath and Roadway Improvements (£30,000)

In recent years there has been limited funding for the resurfacing of roads and footpaths at cemeteries and a number are in very poor condition. This proposal is intended to address, in part, the backlog that has arisen.

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<b>LEISURE AND HEALTH – REVIEW OF FEES, CHARGES AND ALLOWANCES</b>
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*All fees and charges are quoted exclusive of VAT, which will be added where applicable.*

1. <b>Allotments</b>	Present Charge for 12 months (Effective 1 Jan 2021)		Proposed Charge for 12 months (Effective 1 Jan 2022)		Proposed Charge for 12 months (Effective 1 Jan 2023)	
	Full	Concession	Full	Concession	Full	Concession
Per plot – standard plot size 250m <sup>2</sup>	35.00	17.50	36.00	18.00	37.00	18.50
Water charge per plot 126m <sup>2</sup> and above	21.00	N/A	21.00	N/A	21.00	N/A
Water charge per plot 125m <sup>2</sup> and below	10.50	N/A	10.50	N/A	10.50	N/A

The 2023 proposed allotment charges have been included as advance notice must be given to allotment holders. This advance notice can be sent out with the invoice saving posting and printing costs. With different plot sizes the plot rented is charged pro rata. Plots below 125m<sup>2</sup> charged at 125m<sup>2</sup> rate.

New plot holders are charged £35 deposit. Returned if plot left in reasonable condition and key handed back at the end of the tenancy. The concessionary rate for allotments includes concessions for the state pensionable age, disabled and unemployed. A 50% discount plot rental rate applies when a plot is let from July onwards for the final six months of the year; this reduces to a nil charge when the plot is let from October for the final 3 months of the year. There is also no water charge from October for the final 3 months.

## 2. Cemeteries

Charges for facilities (including VAT where applicable)	Persons 18 Years and over		Persons 17 Years and under	
	2020/21 £	2021/22 £	2020/21 £	2021/22 £
<b><u>Administration Fees</u></b>				
Purchase right of burial, including register of deed. # (All graves including vaults).	745.00	745.00	745.00	745.00
Right to construct a vault.	770.00	770.00	770.00	770.00
<b><u>Interment Fees</u></b>				
(Both earth graves and vaults)				
4'6" (new and re-open)	765.00	765.00	NIL	NIL
6' (new and re-open)	830.00	830.00	NIL	NIL
8' (new and re-open)	915.00	915.00	NIL	NIL
10' (pre-purchased)*	1100.00	1100.00	NIL	NIL
<b><u>Cremated remains</u></b>				
Purchase plot, including register of deed.	230.00	230.00	230.00	230.00
Interment of cremated remains. ~	210.00	210.00	NIL	NIL
Scattering of cremated remains in Garden of Remembrance or on purchased grave space.	43.00	43.00	NIL	NIL
Exhumation of cremated remains.	210.00	210.00	NIL	NIL
Concrete pre-excavated burial Figure includes: Purchase right of burial including register of deed, interment fee for 6' grave, right to	2680.00	2680.00	1870.00	1870.00

construct a vault fee and single interment surcharge. The persons under 17 charge does not include the interment fee in line with other burials.				
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\*Pre-purchased 10' graves are only available in certain sections of Beeston cemetery.

~Interment rate for 2 caskets at same time is 1.5 times the standard rate.

# A temporary grave marker will be provided free of charge on all graves which do not already have a wooden cross or other memorial, indicating the name of the deceased present on the grave.

Extra charge for Burials scheduled for after 14.00 on a normal working day, or who arrive after 14.30, or the coffin is committed to the grave after 14.30 will incur an extra charge of £180.00 (except when direct to a pre-excavated vault at Chilwell Cemetery.)

Weekend and Bank Holiday Surcharge – To cover the associated costs of providing the service, there is an additional fee of £120.00 per weekend or Bank Holiday burial (only available for burial straight to a pre-excavated vault).

Restricted depth charge (single interment surcharge to partially cover loss of multiple burials) - £355.00 double for non-residents.

Charges for non-residents are double those of residents. Except in the case of Council Tax payers who have become non-residents due to ill health or infirmity. This exception applies for a period of 5 years after moving out of the Borough.

Unused and unwanted graves can be bought back by the deed holder at the current grave purchase fee minus a £50.00 administration charge

A charge for cancellation of a burial within 48 hours of the funeral will be applied. This will be the interment rate for the cancelled burial.

Late arrival of the funeral at the cemetery. A charge of £100.00 will be applied unless prior notice of the delay is provided.

Charges for facilities (including VAT where applicable)	All Age Categories	
	2020/21 £	2021/22 £
<u>Memorials</u>		
Right to erect headstone with inscription.	210.00	210.00
Right to erect small headstones with inscription (permitted only in areas with existing kerbstones only).	210.00	210.00
Right to erect kerbstones with inscription (permitted in areas with existing kerbstones only)	580.00	580.00
Right to erect cremated remains/grave plaque with inscription.	125.00	125.00
Right to additional inscription on all memorials	43.00	43.00
Vase with inscription up to 450mm in height.	70.00	70.00
<u>General</u>		
Service in chapel (Beeston Only)	95.00	95.00
Grave transfer fee(Basic)	40.00	40.00
Grave transfer fee(Complex)	65.00	65.00



Genealogy- cost for providing grave location map	0.00	10.00
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### Notes

#### 1. Human Tissues and Organs

Fees charged for the burial or scattering of remains held under the Human Tissue and Organ Act, released by hospitals, will be charged at the Councils discretion dependent on casket/coffin size and depth of the grave

#### 2. Interment Fees - Incorrect Coffin Sizes

Additional 30% surcharge to Funeral Directors.

#### 3. 10' Graves

Only existing pre-purchased graves to this depth will be allowed.

#### 4. Grave Transfer Fees

If the grave owner is alive and submits a request then there is no charge.

#### 5. Coffin Exhumation

The cost depends on the location, depth and soil conditions. It is based on cost of works plus 20% administration fee.

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## Report of the Chief Executive

**CHILDREN AND YOUNG PEOPLE ACTION PLAN**1. Purpose of report

To advise Committee of the progress made on the Children and Young People Action Plan, and to seek approval for a new plan.

2. Detail

The Children and Young People Task Group is a sub-group of the Broxtowe Partnership. The aim of the group is “To achieve better outcomes for children, young people and families through locality-level planning and delivery of partnership activities.”

The group is made up of representatives of a number of partner agencies. Approximately 20 agencies regularly attend the meetings which are held three times a year on average. However, many more organisations are kept up to date on the work of the group by way of regular e-mail notifications.

The current Action Plan is attached at appendix 1, with the proposed Action Plan at appendix 2.

**Recommendation**

**The Committee is asked to RESOLVE that the Children and Young People Action Plan 2021-2022 be APPROVED.**

Background papers

Nil

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## CHILDREN AND YOUNG PEOPLE (C &amp; YP) ACTION PLAN 2019/2021

<b>PRIORITY 1</b>	
<b>Provide C&amp;YP with the early help support that they need</b>	
<b>ACTIONS</b>	<b>NOTES</b>
Produce and circulate to all partners the Parenting Programmes schedule for the Broxtowe area	Circulated to all partners 28/08/19
Circulate to all partners information about current Domestic Abuse training	Training dates circulated to all partners 07/08/19
Arrange a presentation to partners from Nottinghamshire County Council Leaving Care Team for partners to update their knowledge and information about Care Leavers –	Delivered to C&YP 15/05/19
Arrange a presentation to partners and BBC housing staff on the Troubled Families programme to update their knowledge and information.	Delivered to C&YP 15/05/19 and to Housing Officers 10/07/19
Arrange a presentation to partners from NCC Family Service with regard to Parenting Programmes.	Delivered 02/10/19
Extend the Language Lead service (a free-of-charge speech and language training support service for early years settings) to foundation units and private, voluntary and independent settings who have not previously accessed it. This service aims to support children's development, including children with Special Educational Needs and Disability (SEND) and speech, language and communication needs.	Delivered at meeting on 04/06/20

<b>PRIORITY 2</b>	
<b>Child Poverty</b>	
<b>ACTIONS</b>	<b>NOTES</b>
Support Children's Centre staff to deliver 2 information events aimed at families and partners (North & South Broxtowe)	This action will no longer take place due to Nottinghamshire Children's Centres being transferred to a new provider
Support the Food Poverty Project in Stapleford funded by Public Health.	Delivered at a C&YP meeting on 26/09/20

<b>PRIORITY 3</b>	
<b>Targeted work with young people on health and well-being issues</b>	
<b>ACTIONS</b>	<b>NOTES</b>
In partnership develop a directory of services that contribute to improve young people's mental health and low-level anxieties	
Circulate the "Master Your Mind" guide to better mental health for young people, to Broxtowe Youth Voice (BYV)	Delivered to Broxtowe Youth Voice 01/05/19
Support Equation to deliver Domestic Abuse education and training to Broxtowe schools.	27.11.19 38 children from Albany School have taken part in the Great Project and there will be a teacher training session to be delivered in January 2020. A further five projects will be delivered in the summer term 2020 to Eskdale, Beeston Fields and Kimberley Primary Schools.
Work with one local sports club on Domestic Abuse awareness including knowledge of the WRC.	
Partnership project between Broxtowe Womens Project (BWP).	BYH and BWP worked together to deliver information to partners about homelessness and economic abuse at the Taking A Stand conference on 02/09/19
Work with Broxtowe Youth Voice to raise awareness of Domestic Abuse and the White Ribbon Campaign	Work discussed and confirmed at a BYV meeting on 01/05/19
Investigate the possibility of a crime related project at George Spencer Academy	A project was delivered to 50 targeted students at George Spencer Academy on Knife Crime and Joint Enterprise utilising a serving prisoner in partnership with Prison Me No Way charity on 10/10/19
Provide Domestic Abuse Awareness school assemblies to George Spencer Academy, Alderman White and The Chilwell School.	Equation are in the process of delivering the Equate package to The Chilwell School and The Bramcote School. Juno have delivered Freedom Programme type sessions to a group of year 10 girls at George Spencer Academy about healthy relationships.

<b>PRIORITY 4 Workforce Development</b>	
<b>ACTIONS</b>	<b>NOTES</b>
Plan and deliver a programme of brief training sessions aimed at front line workers on topics identified by partners. To include: - Domestic Abuse Young People's Substance Misuse including Psychoactive Substances Young People's Mental Health Gender Identity	All briefings were delivered and approx. 40 partners attended

<b>PRIORITY 5 Closing the Educational Gap</b>	
<b>ACTIONS</b>	<b>NOTES</b>
Arrange a presentation to partners with regard to childcare entitlements for 2,3 and 4 year olds, and the offer of 30 hours for working parents.	Delivered to C&YP 15/05/19

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# CHILDREN & YOUNG PEOPLE ACTION PLAN 2021 -2022

Please note at the C&YP meeting held on 17 September 2020 it was agreed that it was extremely difficult to action plan for the future during Covid 19 restrictions, school closures and the furloughing of staff however this action plan has been developed and will be reviewed and updated when Covid19 restrictions are eventually eased

ACTION / DESCRIPTION	DEPT/ AGENCY	LEAD OFFICER	UPDATE
<b>PRIORITY: PROVIDE CHILDREN AND YOUNG PEOPLE WITH THE EARLY HELP AND SUPPORT THEY NEED</b>			
Develop English to Speakers of Other Languages (ESOL) class for Beeston North Children's Centre	Broxtowe BC (BBC) /Nottinghamshire County Council (NCC)	BBC Communities Officer NCC Children's Centre Co-ordinator	
Arrange a multi-agency meeting to discuss any emerging issues in the borough's 7 secondary schools	BBC/NCC	BBC Communities Officer NCC TET Team Manager BBC Anti-social behaviour Enforcement Officer NCC Broxtowe Youth Work Lead Notts Police Schools Liaison Officer	

Plan and deliver a White Ribbon Campaign event	BBC/Broxtowe Women's Project	BBC Domestic Abuse & Private Sector Co-ordinator BWP Partnership Officer	
<b>ACTION / DESCRIPTION</b>	<b>DEPT/ AGENCY</b>	<b>LEAD OFFICER</b>	<b>UPDATE</b>
<b>PRIORITY: TARGETED WORK WITH YOUNG PEOPLE</b>			
Deliver Home Street Home project to George Spencer Academy and The Bramcote School	Broxtowe Youth Homelessness	Project Manager	Young People's homelessness project
Plan and deliver 2 DA assemblies to George Spencer Academy and The Bramcote School	BBC/Equation	BBC Communities Officer Equation Head of Service for C&YP	Funded by OPCC £600
Work with local youth facilities to provide knife crime talks and information	Nott's Police	South Broxtowe Neighbourhood Policing Sgt	

<p>Fearless Campaign Targeted work with 11-16 yr olds on knife crime, healthy relationships, substance misuse and ASB</p>	<p>Crimestoppers</p>	<p>Lead officer to be confirmed</p>	<p>Funded by OPCC £5000</p>
<p><b>ACTION / DESCRIPTION</b></p>	<p><b>DEPT/ AGENCY</b></p>	<p><b>LEAD OFFICER</b></p>	<p><b>UPDATE</b></p>
<p>Work with one sports club to promote issues around Domestic Abuse, Healthy Relationships and the White Ribbon Campaign.</p>	<p>BWP BBC</p>	<p>Broxtowe Women's Project Partnership Officer BBC Communities Officer</p>	
<p><b>PRIORITY: WORKFORCE DEVELOPMENT</b></p>			

Plan and deliver specific training for teaching staff in 5 Primary schools in Stapleford on the Great Connections project	BBC/Equation	BBC Communities Officer Equation Head of Service for Children and Young People	Funded by Office of the Police and Crime Commissioner £2,331
Identify training needs for partners <ul style="list-style-type: none"> <li>• Modern Slavery</li> <li>• County Lines</li> <li>• Suicide Prevention (Harmless)</li> </ul>	BBC	BBC Communities Officer	
<b>ACTION/DESCRIPTION</b>	<b>DEPT/AGENCY</b>	<b>LEAD OFFICER</b>	<b>UPDATE</b>
Arrange a presentation to all partners on NCC Small Steps programme	BBC	BBC Communities Officer	
Circulate to all partners relevant information about current training/workshops etc to keep them updated on new initiatives	BBC	BBC Communities Officer	
<b>PRIORITY: CLOSING THE EDUCATIONAL GAP</b>			

Provide training for front line workers including BBC staff on the current child care allowances	NCC Early Years	BBC Communities Officer	
<b>PRIORITY: EMPLOYMENT AND SKILLS</b>			
Establish an Employment and Skills working group for Broxtowe which includes Children and Young People and develop an action plan	NCC	NCC Stakeholder Manager (Building Better Opportunities)	First meeting planned for late 2020 Second meeting planned for 11/11/20

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**Report of the Strategic Director**

<b>WORK PROGRAMME</b>
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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.

9 June 2021	<ul style="list-style-type: none"> <li>• Performance Management –Review of Business Plan Outturn</li> <li>• Presentation on Reshaping Health Services in Nottingham Programme and Tomorrow’s Nottingham University Hospitals.</li> <li>• Health and Older People Partnership Action Plan.</li> </ul>
15 September 2021	<ul style="list-style-type: none"> <li>• Performance Management – Review of Business Plan Progress</li> <li>• Update on Mental Health Action Plan</li> </ul>
24 November 2021	<ul style="list-style-type: none"> <li>• Performance Management – Review of Business Plan Progress</li> <li>• Update on Tobacco Action Plan</li> </ul>
19 January 2022	<ul style="list-style-type: none"> <li>• Business Plans and Financial Estimates 2022/23 – 2024/25 – Liberty Leisure</li> <li>• Business Plans and Financial Estimates 2021/22 – 2024/25 – Health</li> <li>• Dementia Action Plan</li> <li>• Update on Children and Young People Action Plan</li> </ul>

<b><u>Recommendation</u></b>
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<b>The Committee is asked to CONSIDER the Work Programme and RESOLVE accordingly.</b>
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Background papers

Nil

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