



Oadby and Wigston Borough Council

TO COUNCILLOR:

G S Atwal
L A Bentley
A R Bond
G A Boulter (Chair)
J W Boyce

Mrs L M Broadley
F S Broadley
D M Carter
K Chalk
Miss M V Chamberlain

Mrs S Z Haq (Vice-Chairman)
T Khong
K J Loydall
R H Thakor

Dear Sir/Madam,

I hereby summon you to attend a meeting of the **SERVICE DELIVERY COMMITTEE** to be held in the Council Offices, Station Road, Wigston on **TUESDAY, 7 JULY 2015 at 7.00 pm** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
29 June 2015

Chief Executive

AGENDA

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**MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT
THE COUNCIL OFFICES, WIGSTON ON TUESDAY 10 MARCH 2015,
COMMENCING AT 7.00 P.M.**

IN ATTENDANCE:
 Councillor G A Boulter – Chair
 Councillor Mrs S Z Haq – Vice Chair

Councillors L Bentley, J Boyce, F Broadley, D Carter, M Chamberlain, J
 Gore, S Dickinson, L Eaton

Officers in Attendance: Ms A Pathak-Mould, Paul Loveday, Ms K Garcha,
 Ms A Court, Miss G Ghuman

Min Ref	Narrative	Officer Resp
56.	<p><u>APOLOGIES</u></p> <p>An apology for absence received from Cllr Kevin Loydall.</p>	
57.	<p><u>APPOINTMENT OF SUBSTITUTES</u></p> <p>None.</p>	
58.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None.</p>	
59.	<p><u>MINUTES OF LAST MEETING</u></p> <p>RESOLVED: That the minutes of the previous meeting held on 20 January 2015 be taken as read, confirmed and signed.</p>	
60.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>None.</p>	
61.	<p><u>ACTION LIST</u></p> <p>RESOLVED: That the Committee noted the action list on page 12.</p>	

62. COMMUNITY UPDATE

The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 13-24, which should be read together with these minutes as a composite document.

The Head of Community stated that there has been 100% compliance with Gas safety and there has been an improvement in the third quarter of the year with regards to tenant arrears.

With regards to the Capital programme the Head of Community advised that the aim is to increase revenue by letting as many garages as possible, to both Council and Private tenants (stating only private tenants being subject to VAT). She further advised that there are 3 garages that have been converted into scooter storage spaces and a small fee would be applied for the scooters to be charged.

A Member noted that three poplar trees are to be removed over a three year period on 1-4 St Peters Path and questioned whether the trees were a danger and if so, whether they would be replaced. The Head of Community advised that specialist advice was sought and it was recommended that that the 3 causing the damage be removed over a 3 year period and confirmed the same will be monitored. Another Member stated that sympathetic planting must be implemented post the removal of the three trees.

A Member noted that they could not easily locate the Customer Charters for service areas on the website and requested that these be prominently placed for public viewing. The Director of Services confirmed this would be done.

Temporary Accommodation for Homeless

The Head of Community advised that the lease of a 2 bed-roomed private property will be signed once the landlord has carried out some repairs. Further, she stated that although the Social Housing Mobility Fund Scheme is a District bid (of £75,000), the Council will administer it.

Leicestershire Welfare Provision (LWP)

The Head of Community advised that this scheme will come to an end and that between the various teams in the Council it has been agreed that the monies will be used for fuel and food poverty. The differences in the table amongst authorities was explained. It was agreed that once the monies are running low for this scheme a discussion would

take place as to how to maintain the scheme.

Aids and Adaptations in Council properties

The Head of Community confirmed that this was not the same as the Disabilities Facilities Grants (DFG) as it is not means tested and there has been a total of £120,000 spent to deliver the same. She advised that the budget for the DFG would be brought to committee in a separate report to the next meeting. The £404,920 mentioned on page 17 is the entirety of the DFG. It was advised that the DFGs will now come through the Better Care Fund (BCF) and a report was requested as to how the BCF and DFG would work.

New Build Council Housing Stock at Bennett Way, South Wigston

The Chair stated that a strict plan is needed setting out the process and timescales so that it is clear what is being done and this should be presented at the next meeting.

Supporting Leicestershire Families and Early Help

The Head of Community advised that there have been 3 support workers and a Team Leader employed for this. The County Council are yet to provide a Cost Benefit Analysis report but said that the Council has spent £23,000 which has been very good value for money. A Member raised concerned about the governance role stating that it may be a case that this scheme enters the Social Services territory, but this would be a discussion to be held at a later date.

RESOLVED: That Members noted the report and all voted in favour.

63. BROCKS HILL AND OPERATIONS UPDATE

The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 25-32, which should be read together with these minutes as a composite document.

The Committee heard that the Capital Project was in progress and the Clean and Green statistics (as in the report) are good with further work needed for the bus shelters. With regards to the bus shelters Members stated that sustainable material need to be used and suggested that local businesses be advertised on the bus shelters.

With regards to the Capital Project of Ervins Lock footbridge it was confirmed by the Director of Services that initial plans had been drawn and a project manager has now been appointed who is to start work

	<p>on the project in the next couple of weeks.</p> <p>In relation to Kilby Bridge and the slurry incident, it was discussed as to how the residents of Wigston would be notified before any further incidents occur. Members suggested that the Residents Association website be utilised alongside social media and the Head of Community suggested that a mini network of residents be used to spread the message. A Member suggested the farmer that the land belongs to should have more of an input regarding this.</p> <p>A Member stated that the two projects should not be considered together and that there was a lack of clarity of budgets between Brocks Hill and Greening the Borough so requested a separate set of accounts for each, with a 3/5 year plan needed showing how Brocks Hill can be made more sustainable with its own set of budgets.</p> <p><u>Oadby Grange Country Park</u></p> <p>The Head of Corporate Resources confirmed that negotiations have been done and that the Council is ready to adopt the Land, with the likely completion date at the end of March (subject to the other parties solicitors). She confirmed that the land was not contaminated in so far as the information she had received from Environmental Health and if there was contamination, the searches on the land would have revealed the same.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the report be noted and the motion be moved. 2. That a separate record of accounts be recorded and presented to Members on Brocks Hill and its sustainability. 	
64.	<p><u>LEISURE PERFORMANCE MONITORING</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 33 to 36, which should be read together with these minutes as a composite document.</p> <p>The Committee heard that the overall the contract has commenced well with a positive 340,000 attendances in the past 10 months and 750 new members. She confirmed that the Oadby Pool remains open whilst waiting for Parklands Leisure Centres swimming pool. She advised that overall, there has been a positive trend.</p>	

	<p>The Chair asked for a copy of the contract to be put into the Members room and it was confirmed that this would be done by the Director of Services by the end of the week.</p> <p>RESOLVED: That Members noted the progress being made as a result of the Leisure Contract</p>	
<p>65.</p>	<p><u>GARDEN WASTE COLLECTION SCHEME AND RECYCLING</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 37 to 40, which should be read together with these minutes as a composite document.</p> <p>The Committee heard that the improved garden waste collection scheme has been a success as 11,500 wheeled bins have been delivered with requests for a second bin having been made by 150 properties.</p> <p>The Committee were informed that the new waste collection vehicles are to be delivered week commencing 22 April and be with the Council on the week commencing 2 May. It was noted that the project had been delivered on time and efficiently and requested that the officers involved were to be thanked.</p> <p>It was noted from the local authority league table for waste collection in England, the Council is the best in the East Midlands for the least residual waste.</p> <p>RESOLVED: That Members noted the progress being made with regards to green waste collections and recycling.</p>	

Meeting Closed at 20:32

Agenda Item 6



**Service Delivery
Committee**

8 July 2015

**Information and
Decision**

Title: Community Service Update relating to HRA

Author: **Anita Pathak Mould
Head of Community**

1. Introduction

This report is to provide an update to the Service Delivery Committee on the delivery of Landlord Services including relevant of Community services. In addition, the report provides a commentary on activities and performance for the period 1 April 2014 to 31 March 2015 inclusive.

2. Recommendations

1. Members are asked to note the update as provided
2. Members are asked to agree the targets set for rent arrears

3. Information

Tenants Charter

All Service Charters including performance charters are now being placed on the Council's website. It was agreed that this Committee is to receive exception reports of performance matters related to Landlord services. Below is a brief report on where targets have not been fully met for the period April 2014 to March 2015 inclusive

Rent Arrears:

- Members have been receiving reports throughout the financial year that the targets for both rent arrears and rent collections are falling short due to the introduction of Welfare Reforms in 2012 and it was agreed to monitor these targets before considering the revision of them.
- The target for rent collection was last set over 5 years ago and in view of the current economic climate and austerity measures these targets need reviewing to ensure that achievable and realistic targets are set which whilst remain ambitious remain ambitions they are not impossible. The current target for rent collection is set at 99% and the arrears at 2.5%

- It is proposed that the rent collection target remains at 99%, however, the rent arrears target for the current tenants is set at 3%
- The Council recognises from time to time people will get in to difficulties with their rents based on a number of personal and financial circumstances

	Target	Jan 2015	Feb 2015	March 2015
% Rent Collected	99%	95.6%	95.5%	96%
Total current Arrears		£168,021	£201,450	£190,317

Gas Safety

Members have requested that they continue to receive regular updates on gas safety compliance.

The table sets out the latest position in relation to gas safety certificates.

GAS SERVICE COMPLIANCE AS AT	30 June 2015
OLDEST CASE CP12 - EXPIRED (CP12 = gas safety certificate)	None at present as 100% compliant
% CP 12's COMPLIANT	100%

The new gas safety contract commenced in October 2014 following a procurement exercise and Officers are continuing to monitor performance particularly during the early months of the year 1 contract. The Company responded both promptly and decisively, when a customer complaint was received from a tenant who was unable to contact the gas safety contractor direct on their out of hours line.

Update on Capital Programme 2014/15 and Decent Homes

Attached at Appendix 1 is a full progress update on all of the projects in the current Capital Programme.

In financial terms the Capital Programme project team are continuing to monitor the expenditure and will be reporting any virements required in line with the financial regulations to the Policy, Finance and Development Committee.

Boulter Crescent Community House

The Community Development Officer continues to develop the activities being held at the Community House and the surrounding areas, namely, Marrome Square, Junction Road, and Elizabeth Court.

Detailed newsletters of actives held and what events are coming up are posted on the Council web site and all Ward Councillors are notified

The Community House has been part of the refurbished works and is currently housed in temporary accommodation and whilst this has been disruptive to general day to day operations, the impact the disruption has had on community activities has been minimal.

Aids and Adaptations in Council Properties

Council Landlord services have a duty to make provision for aids and adaptations for their tenants who are not entitled to Disability Facilities Grant.

Following a review of the delivery of the Council's Disability Facilities Grants the Property maintenance team adapted the same model to improve service delivery in the Council stock .

16 major adaptations have been completed in the year, these include

- 13 level access shower rooms
- 1 adapted kitchen and Level Access Shower (LAS) upgrade
- 1 outward opening door plus internal and external ramps
- 1 through floor lift (included structural alterations to combine hall/store/cupboard)

8 in progress (plus 12 at initial assessment / drawings stage)

- 2 extensions almost ready to start on site (children referrals)
- 1 extension being drawn up (adult)
- 3 Further LAS on order / on site
- 2 major ramps on order (numerous minor ones done)

12 more LAS currently completing visits most of these will be 2015/16 completions.

Council have been advised that there is a backlog and that the programme of referrals will continue to come.

The Housing Revenue Account set a budget for £70,000 based on previous years spend, however the actual spend on Aids and Adaptations in Council properties at March 2015 was £61,372

Supporting Leicestershire Families (SLF) and Early Help

This committee have been receiving information on the new county model of operational services for the Children and Young People services being amalgamated in to Supporting Leicestershire Families.

The new teams will be working in localities as part of an expanded Supporting Leicestershire Families Service. This countywide service will address the needs

of children and their families from 0 -19 years and up to 25 years for young people with Special Educational Needs. The service will be targeted at vulnerable children young people and families with additional and or complex needs which cannot be met by community and universal services working in the locality.

Below is a brief summary of the latest updates

- SLF in a transitional phase
- SLF leadership team all in place
- Performance data to be finalised for 14-15 (on old SLF) to be sent out
- In process of finalising cost benefits information
- Children and Families Partnership event on 6th July. Focus on SLF going into the future. Looking at pooled budgets, cost/benefits , feedback arrangements to hear the voice of the families etc.

The team based in the Oadby Wigston Borough Council locality under the new team leader continues to be integrated with the Community Team and is also involved in joint activities with other partners both internal and external to ensure that family's needs are met.

Housing Related Support for older people update

Members have been receiving updates and by way of reminder the

Supporting People funding which supported the Council's Warden provision comes to an end in September 2015.

Consultations with the tenants has been completed and concluded that whilst tenants liked the Warden services they did not wish to fund the service from their rents nor as a separate charge.

A programme of the staff consultations was agreed, however, due to departure of our experienced HR team this has been delayed and will be urgently prioritised to ensure that support services within the housing team are maintained.

The programme of the assisted technology is progressing with the County Providers as advised previously.

Community Team joint initiatives

Dog Fouling

Following a general increase of dog fouling and dog related complaints a joint initiative under the direction of the Corporate Enforcement Team was launched where the Environmental Health Officers and Community Housing team conducted Borough wide dog patrols.

Hot spots identified through pest control activities were targeted and those areas were earmarked first for the patrols. High visibility jackets specifically marked with the Council logo that identified officers as being on dog patrols.

The residents of the Borough responded well to this initiative and engaged with officers on discussing their concerns and or praising the Council for carrying out such visible patrols.

During these patrols officers were able to pass on leaflets and issue information and advice on actions Council can take should people want to be witnesses.

Joint campaigns have also been launched with the support of the “Keep Britain Tidy” initiatives and the team will continue to both patrol and at various points run initiatives.

Community Payback Schemes

Community Housing officers have worked closely with the Probation Officers to work with a team of community payback offenders in clearing up sites and assisting elderly or people with disabilities to tidy up their private garden areas.

A programme of painting of some 30 lamp posts which have graffiti on them have been organised through this scheme.

Heat or Eat

Members will recall that the Council were awarded the remaining of the Local Welfare Fund to distribute locally. Arrangements to offer food parcels and heating vouchers made and to date since the scheme opened in March 2014 some 16 food parcels and 2 heating vouchers have been distributed.

Families receiving this support are not exclusively Council Tenants.

Email: anita.pathak-mould@oadby-wigston.gov.uk Tel: **0116 2572674**

Implications	
Financial (PL)	The levels of arrears will affect the Council’s net current assets position on its balance sheet and needs intensive management Progress on the Capital schemes will affect the projected out-turn position.
Risk (APM)	CR5 – Effective utilisation of assets CR7 - Business continuity
Equalities (AC)	No Significant Impact
Legal (AC)	No Significant Impact

Decent Homes - Completion of 10 year programme.

Boulter Crescent, Wigston (142 Homes)

This project continues to progress well and remains on schedule to complete in May 2016. The half way milestone has just been reached and the first lettings of newly improved homes to waiting list applicants have taken place. Final plans have been completed and are currently being agreed for refurbishment of the community flat

King Street, Oadby (19 Homes)

This project is now on site with works being done on the 'whole home' basis and completed to around half the flats. A separate contract is about to be tendered to rebuild the drying areas and retaining walls.

Queen Street, Oadby (13 Homes)

Tenders have been opened and the contract has awarded to Olivetti who submitted the lowest price. Works are expected to start on site in July or early August. Work is continuing to find the best deal available on external insulation and plans prepared to apply for planning permission to change the appearance of the properties.

Countesthorpe Road, South Wigston (7 Homes)

This scheme includes new kitchens, bathrooms and boilers only, as it is a relatively modern building in good condition. The low number of homes reflects sold properties and work already completed.

Bassett Street Flats and Railway Street Properties (South Wigston)

Replacement of kitchens and bathrooms have now commenced and are being completed with local contractors overseen by our own staff. This approach provides good value for money due to small numbers.

27 Falmouth Drive, Wigston (1 Home)

The major structural works to insert piled foundations beneath this house plus its full refurbishment and conversion to four bedrooms have now been completed and the house is about to be let.

1 to 4 St Peters Path, Oadby (4 Homes)

Piled foundations have been completed to numbers 3 and 4. Number 3 has been fitted out to a new internal design and this work is about to commence to number 4. As the tenant at number 1 does not wish to move, number 2 (which has suffered the least damage) will be let when the decanted tenant returns to number 4. The pair of bungalows numbers 1 and 2 will then be subject to periodic inspection / monitoring.

William Peardon Court, Wigston (36 Homes)

Tender documentation is now being drawn up for replacement of kitchens and to upgrade electrics. We are about to meet with tenants for them to choose kitchen unit and work top colours from three options. Similar work is being scheduled for nearby Kings Drive and Gibson Close properties.

Malham Way, Oadby (25 Homes)

Replacement boilers (where not already replaced) have now been completed. Design and tendering of kitchen replacements is still to take place.

Decent Homes - Past Refusals

Work to update properties where this work has been refused in the past continues when requested or at relet. Two houses underwent major refurbishment at relet in the first quarter of the 2015/16 and another is about to be undertaken when a long term elderly resident moves to a council bungalow to meet their ongoing needs.



Service Delivery Committee	7 July 2015	Information
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Title: Choice Based Lettings System

**Author: Anita Pathak-Mould
Head of Community**

1 Introduction

The purpose of the report is to inform members of progress in securing an ongoing Choice Based Lettings system.

2 Recommendations

That members note this report.

3 Information

The Council's Choice Based Lettings contract was extended for 12 months in July 2014 to allow for the continuation of the existing partnership with the other 6 district and Boroughs in Leicestershire which is due to come to an end in September 2015. The value of the contract required a contract exemption to be obtained and Council financial regulations allow for a limited number of exemptions before the service is competitively procured.

It is proposed to negotiate a further 12 month contract extension which will require a further contract exemption.

A District wide sub-group of the Choice Based Lettings Steering Group have met with a range of IT suppliers in a 'soft' market testing exercise. The sub-group have concluded that one supplier provides both the necessary flexibility and value for money likely required moving forward. The Steering Group aims to produce a report in October or November 2015 and has sought ongoing oversight from the District wide Chief Housing Officers Group.

The value of a 7 borough partnership contract will require the process to go through the EU procurement process.

In time, Members will be presented with options moving forward. This may include the following:

1. A continuation of a partnership of 7 Borough Councils in Leicestershire
2. A partnership with a number of Boroughs in Leicestershire
3. An option to opt out of a wider District wide IT procurement exercise and look at low cost stand alone IT systems.

These options will be fully considered and a best value for money solution be sought to suit the requirements and need of the Borough whilst balancing the need to work in partnership with other Districts.

Email: steve.nash@oadby-wigston.gov.uk Tel: 0116 257 2662

Implications	
Financial (PL)	An exemption from Contract Procedure Rules will be required, endorsed by either the Chief Financial Officer, the Chief Executive or the Director of Services based on the grounds that “tender or quotes for similar goods, works or services have been obtained in the last 24 months.”
Risk (APM)	CR4 Reputational risk. CR2 key supplier partnership failure
Equalities (AC)	No Significant Impact
Legal (AC)	Contract Procedure rules need to be followed



**Service Delivery
Committee**

7 July 2015

**For Information and
decision**

Title: **The Right to Move**

Author: **Anita Pathak-Mould
Head of Community**

1 Introduction

The purpose of the report is to inform Members of the introduction by the Government on “Right to Move” proposals in April 2015 which gives certain new rights to secure and introductory Council tenants and assured tenants of Housing Associations.

This report recommends changes to the Housing Allocation Policy to ensure the Council continues to meet their statutory obligations.

2 Recommendations

To revise the Housing Allocations Policy to reflect the statutory changes as outlined in Appendix 1.

3 Information

The changes imposed by Government aim to ensure that tenants are not prevented from taking up an employment opportunity because they cannot find a suitable place to live.

The two key features of the guidance are:

- 1) Applying the existing “hardship” reasonable preference category to social tenants who need to move for work related reasons and
- 2) Setting aside a quota of at least 1% of properties each year to allocate to transferring tenants who need to move in to the Borough for work related reasons

To Council is expected to insert an exception to permit acceptance onto the Housing Register of tenants who meet the qualifying criteria. In addition, the Council Policy needs to decide and determine applications upon which these criteria are to be used.

Government has provided guidance on the quota of lettings that are required to be set aside for such tenants under appropriate criteria, as advised in the attached Appendix 1 which will be published.

Email: steve.nash@oadby-wigston.gov.uk Tel: 0116 257 2662

Implications	
Financial (PL)	No Significant Impact
Risk (APM)	CR4 Reputational Damage
Equalities (AC)	No Significant Impact
Legal (AC)	Statutory requirement to amend policy.

Right to Move

The Housing Allocations Policy will be amended as follows:

The Council are being required to grant a local connection to social housing tenants who live outside of the Borough who have a job or job offer in the Borough. The specific definitions are outlined in the statutory guidance (Right to Move guidance paragraphs 16-34).

The Right to Move will give such tenants the same access to the waiting list as those Borough residents who already live in or have close family connections with the Borough. Equally, the residents of the Borough will have the right to exercise their Right to Move, should they secure a job or have an offer of a job in other local authority area.

A specific exemption will be included in the policy as has already been done for members and former members of the Armed Services.

The Council will have to give such tenants an appropriate priority under the allocation scheme.

The current scheme gives those with a welfare need to move a reasonable preference through giving them the 'medium' band. It is proposed to retain the 'medium band' for such cases.

Lettings quota

Government guidance suggests a minimum of 1% of lettings should be assumed to be let each year through tenants exercising the 'Right to Move'. The actual percentage will vary however there is a requirement to publish the quota and explain the reasons for the specific quota. The Council undertakes approximately 60 lettings each year hence the following will be published:

Oadby & Wigston Borough Council expects 1% of lettings to go to social tenants exercising their 'Right to Move'. 1% has been chosen for the following reasons:

The Borough is a compact geographical area of 9 square miles and is well served by transport including a train station, buses and a network of cycle-ways from the main residential areas both in and outside the Borough. As such claims to exercise the Right to Move on distance and travel grounds are anticipated to be lower than would be the case in more extensive and rural areas. In addition whilst there are specialist employers in the Borough much of the employment opportunities are of a type and nature which are abundantly available elsewhere such as the neighbouring City of Leicester which may also mitigate the number of successful claims under the Right to Move.

Agenda Item 9



**Service Delivery
Committee**

7 July 2015

For Information

Title: **Homelessness Discharge to the Private Sector**

Author: **Anita Pathak-Mould
Head of Community**

1 Introduction

Members agreed a policy in March 2014, following changes to the legislation, to allow the main homelessness duty to be discharged by way of a 'private rented offer' under certain circumstances. At the time of approval Members requested an annual update on the use of this policy.

2 Recommendations

That Members note this report.

3 Information

The policy meant that those homeless applicants judged to be non-qualifying and have been excluded from the Housing Register due to anti-social behaviour could be re-housed into the private sector to fulfil any main homelessness duty owed them.

To date this policy has not been needed to be used.

Email: steve.nash@oadby-wigston.gov.uk Tel: 0116 257 2662

Implications	
Financial (PL)	None
Risk (APM)	CR4 Reputational damage
Equalities (AC)	No Significant Impact
Legal (AC)	No Significant Impact



<p>Service Delivery Committee</p>	<p>7 July 2015</p>	<p>For Information</p>
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Title: **Homelessness Temporary Accommodation for Families**

Author: **Anita Pathak-Mould,
Head of Community**

1 Introduction

The purpose of the report is to inform members of the current arrangements for temporary accommodation following the closure of Graytone House Hostel. This report covers families only as provisions for single people is dealt with through use of supporting specialist accommodation and other various arrangements.

2 Recommendations

That members note this report.

3 Information

The Council closed Graytone House Hostel in December 2014 following a report to this committee in July 2014.

Since December 2014 the department have utilised 2 types of accommodation

Long term use of Council stock

In addition to one long term leased housing association property, two further properties have been taken out of lettings for use as temporary accommodation. All 3 properties are let as furnished accommodation on non-secure tenancies.

This arrangement has worked well thus far as people have been supported through the Community team services and in all cases were in need of permanent accommodation as a priority within the Borough.

Short term 'once only' use of Council stock

The department has taken individual properties from general lettings to address the needs of specific disabled or very large families. These properties have been let 'unfurnished' though on occasions certain improvements have been made. To date 5 properties have been used temporarily of which 4 have now been returned to general lettings.

This use of stock has also assisted with the refurbishment of works at Boulter Crescent and the teams are continuing to work together to provide suitable accommodation for those in priority need without the use of bed and breakfast accommodation or the need to place people outside of the Borough.

Following the last minute withdrawal by a Private Landlord to enter in to a short term lease for a three bedroom property in the Borough, due to the various circumstances beyond our control the team will continue to seek out further opportunities. This will be a challenge as the property market has picked up and Landlords preference is private renting or selling on the open market.

In addition, the Housing Options team are working very closely with the registered partners to ensure that all due nominations agreements are met.

Further options have been explored and work continues on a feasibility study of a property owned by the Council on Station Road which is currently leased to a Registered Provider who are open to wider discussions for future provision.

Email: steve.nash@oadby-wigston.gov.uk Tel: 0116 257 2662

Implications	
Financial (PL)	No Significant Impact
Risk (APM)	CR4 - Reputational Damage
Equalities (AC)	No Significant Impact
Legal (AC)	No Significant Impact



Service Delivery Committee	Tuesday 7 July 2015	Information and Decision
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Title: **Disability Facilities Grant (DFG)**

Author: Anita Pathak-Mould
Head of Community

1 Introduction

This report is to provide Members with an update on (Private Sector) Disability Facility Grants (DFG's) demand for the 2015/16 financial year and the level of top-up funding required.

2 Recommendations

Members are asked to recommend to the Policy, Finance and Development Committee, that additional capital funding of £ 78,068 be made available to meet demand.

3 Information

The provision of DFG's is mandatory once a need has been identified to provide adaptations to disabling environments so that the occupier can remain living independently at home. There is a significant return on investment to the public purse from these grants because they delay the need for residential care. The maximum grant is £30,000 however the average grant is approximately £7,000.

DFGs are funded through Government Grants though there has been a need year-on-year for these to be supplemented by contributions from the Council. This year's allocation for OWBC is £177,000, please see *appendix 1*, 'Better Care Fund' 2015/16 for further information.

Table 1 Current and Historical Budget

	2012/13	2013/14	2014/15	2015/2016
Government Grant	£166,490	£138,717	£143,000	£177,000
Carry forward (slippage)	£139,488	£111,582	£4,920	£163,719
OWBC contribution	£144,022	£161,283	£257,000	£0
Total DFG Budget	£450,000	£411,582	£404,920	£340,719

Last year a top-up of £257,000 was provided to ensure demand could continue to be met. This was based on a small carry forward figure and what turned out to be an over estimate of demand

Table 2 Grants Completed or in Progress

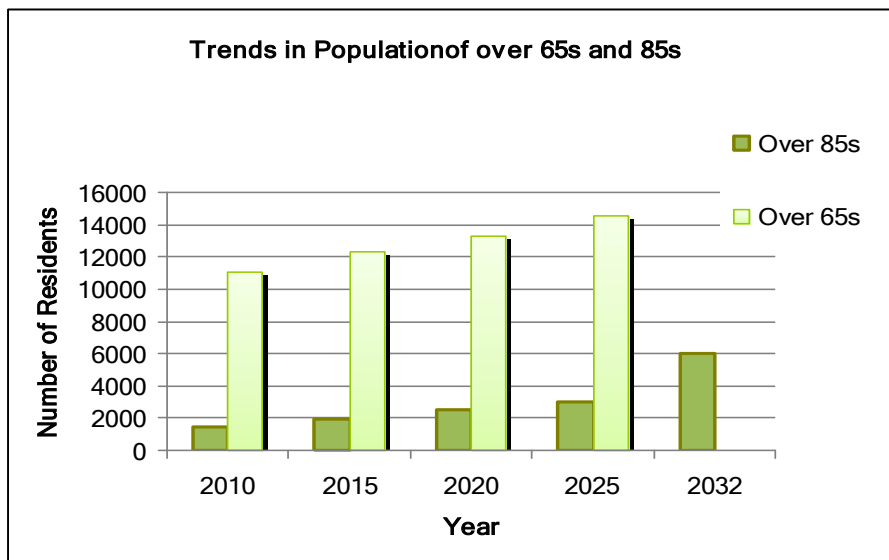
Adaptation	2013/14	2014/2015
Level Access Shower	55	57
Bathroom Extensions	-	2
Stair Lift	17	17
Other	3	4
Cancelled	8	21
Total	83	101

Please note: The majority of level access shower conversions are to houses and include a stair lift or in some instances a through floor lift. "Other" includes ramps, door entry systems, and specialist bathing and toilet installations.

Predicted Demand

Demand for DFGs is expected to increase due to an ageing population and advances in medical technology which has increased survival rates for people with severe disabilities.

Figure 1 Trend of Residents over 65 and 85.



The number of residents over 65 and 85 has been increasing and is predicted to increase further in the future.

Current Demand

The table below provides an analysis of demand for 2015/16

Figure 2

Unpaid approvals carried forward to 15/16	£137,380	Already committed spend
Referrals in progress	£197,407	Expected to be submitted for approval
Approximate number of new referrals expected to be completed and paid 15/16	£84,000	Estimate: 2 new referrals per month April to September 2015 to be completed by March 2016 (12 x £7,000)
Total Demand	£418,787	
Additional budget required to meet current and predicted demand 2015/6	£78,068	After taking off government grant and carry forward which total £340,719 (see table 1)

Further Information

This year's programme is funded through the Better Care Fund and discussions and plans are underway to look at the future funding and delivery of Disability Facilities grant for 2016/17 through the Better Care transitional arrangement through Leicestershire County Council.

Email: [John Stemp@oadby-wigston.gov.uk](mailto:John.Stemp@oadby-wigston.gov.uk) Tel: 0116 2572 726

Implications	
Financial (PL)	The additional funding will be a supplementary capital bid that requires approval by the Policy, Finance and Development Committee.
Risk (APM)	CR6 Regulatory Governance. CR4 Reputation.
Equalities (AC)	No Significant Impact
Legal (AC)	No Significant Impact

BETTER CARE FUND 2015/16

PROCESS FOR PAYMENT OF DISABLED FACILITIES GRANTS

Introduction

This discussion document sets out a proposal for the payment of Disabled Facilities Grants to District Councils in 2015/16.

Background

Disabled Facilities grants (DFGs) are grants provided by local authorities to help meet the cost of adapting a property for the needs of a disabled person.

In recent years DFG funding has been paid to District Councils directly from the Department for Communities and Local Government (DCLG), however from 2015/16 this funding will be incorporated into the Better Care Fund (BCF) and paid to Leicestershire County Council.

As a result of this change in practice, it has become necessary to arrange a new mechanism for payment DFG funding to district councils from 2015/16.

DFG Allocations

The DFG funding allocation for Leicestershire totals £1.7m for 2015/16. Individual district allocations are detailed in the table below:

District	Allocation n £'000
Blaby District Council	256
Charnwood Borough Council	425
Harborough District Council	199
Hinckley & Bosworth Borough Council	250
Melton Borough Council	133
North West Leicestershire District Council	298
Oadby & Wigston Borough Council	177
	1,738

Guidance from NHS England stipulates that DFG funding will have to be allocated to District Councils in order for them to meet their statutory duties.

Process

In the absence of guidance from the DCLG for payment of DFG's in 2015/16, the following process is proposed:

- District Council's will issue an invoice to the County Council for their DFG allocation as detailed above.
- The invoice shall not be dated before 1st April 2015.

- Invoice to be marked for the attention of Richard George and sent to the following address:
 - Leicestershire County Council, PO Box 507, Sale, Cheshire M33 0EJ.
- The County Council will pay the invoice within its normal 30 day payment policy.
- For the purposes of audit, District Council's shall maintain appropriate financial records to record expenditure and at the end of the financial year complete a certificate of expenditure. (The format of the certificate has yet to be designed, but is likely to be 'light touch').
- In the event of an under spend the district council must notify the LCC Assistant Finance Business Partner at the earliest opportunity. Under spends
 - shall be returned to the County Council for re-investment in the Better Care Fund.
 - No additional Better Care Fund funding will be paid if a district council overspends against its DFG allocation.

Other Issues

This process for payment of DFG allocations will be for 2015/16 only. The situation will be reviewed for 2016/17 taking into account of any changes through the integration of housing adaptations services across Leicestershire (Light Bulb Project).

The statutory responsibility for the provision of DFGs will remain with district councils.

Recommendations

Section 151 Officers are requested to:

- Note the contents of this report and provide comments on this proposal

Officer to Contact:

Richard George
 Assistant Finance Business Partner
 Leicestershire County Council
 Telephone: 0116 3058318
 E-mail: richard.george@leics.gov.uk

BETTER CARE FUND 2015/16

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- In the event of an underspend the district council must notify the LCC Assistant Finance Business Partner at the earliest opportunity. Underspends shall be returned to the County Council for re-investment in the Better Care Fund.
- No additional Better Care Fund funding will be paid if a district council overspends against its DFG allocation.

Other Issues

This process for payment of DFG allocations will be for 2015/16 only. The situation will be reviewed for 2016/17 taking into account of any changes through the integration of housing adaptations services across Leicestershire (Light Bulb Project).

The statutory responsibility for the provision of DFGs will remain with district councils.

Recommendations

Section 151 Officers are requested to:

- Note the contents of this report and provide comments on this proposal

Officer to Contact:

Richard George
Assistant Finance Business Partner
Leicestershire County Council
Telephone: 0116 3058318
E-mail: richard.george@leics.gov.uk

Agenda Item 12



**Service Delivery
Committee**

7 July 2014

For Information

Title: **Closure of Kennedy House**

Author: **Anita Pathak-Mould, Head of Community**

1 Introduction

The purpose of the report is to inform members of the closure of Kennedy House and the arrangements which have been put in place to date.

2 Recommendations

That members note this report.

3 Information

Kennedy House is a 56 bed hostel located in South Wigston adjacent to the Glen Parva prison and is operated by the Shaw Group. The Council is aware that it is mixed funded an element of which comes via Leicestershire County Council. Leicestershire County Council as part of their cost reduction programme invited tenders for their Homeless Accommodation and Support provision and the Shaw Group were unsuccessful. The new contract has reduced bed spaces from around 84 to approximately 28 and will be wholly based at the Falcon Centre in Loughborough.

The current contract is believed to run until September 2015 and at the time of writing the Council understands that the hostel will close in September 2015.

The latest update from hostel staff is that they are closed to new referrals and are seeking to re-house all the remaining 39 residents by September 2015.

Housing Options staffs are actively engaged with the staff at Kennedy House. A preliminary list of 8 cases belonging to this Borough has been identified and we are working with a number of these residents to maximise options through Choice Based Lettings.

In addition, to specifically help more of the residents being affected by the closure, an immediate consideration was given to relax the criteria for financial assistance with securing privately rented accommodation.

There is a small risk that the remaining residents may present themselves to the Oadby & Wigston Borough Council's Housing Options service in August 2015, a month prior to intended closure; however, the team are confident that with use of the homeless prevention measures and the pro-active work that is being

currently undertaken with the 8 identified residents that there is a risk of impact on the budgets.

However, a recent Supreme Court ruling increases the likelihood of having to accommodate resident's initially pending enquiries means that the Council could be faced with additional costs.

Whilst, the team is confident that other Districts will take responsibility for their residents the risk still remains that individuals may exercise their right to make their homelessness application at this Council, as it is their legal right to exercise. In this scenario, provisions have been made to provide additional housing advice on options and support, whilst budgets are closely monitored.

Email: steve.nash@oadby-wigston.gov.uk Tel: 0116 257 2662

Implications	
Financial (PL)	Risks identified in the body of the report. Any budget overspend should in the first instance be by virement and item by supplementary approval
Risk (APM)	CR1- Decreasing financial resources and CR4- Reputational damage
Equalities (AC)	No Significant Impact
Legal (AC)	All statutory decisions need to be properly documented

Agenda Item 13



**Service Delivery
Committee**

7 July 2015

**Information and
Decision**

Title: **Food Safety Service Delivery Plan**

Author: **Anita Pathak-Mould
Head of Community**

1 Introduction

The purpose of this report is to provide Members an annual Food Safety Service Plan required to be approved annually as in lieu of the Council's statutory duty.

2 Recommendations

1. Members to note and approve the Food Safety Delivery Plan for 2015/16
2. Members to authorise the substitution of new roles of officers within the detailed plan as and when appropriate resources are recruited to the Environmental Health Team

3 Information

The Food Law Enforcement Services is provided as part of the Oadby and Wigston Borough Council's Environmental Health function currently in the Community Services area.

Attached is the detailed plan for consideration by Members which was prepared by the outgoing Environmental health Team leader.

Email: anita.pathak-mould@oadby-wigston.gov.uk Tel: 0116 257 2674

Implications	
Financial (PL)	No Significant Impact
Risk (APM)	CR4 Reputational damage
Equalities (AC)	No Significant Impact
Legal (AC)	Food Law enforcement is a statutory duty.

Oadby and Wigston Borough Council Community Service Environmental Health Team Food Safety Service Delivery Plan 2015/16	<p style="text-align: center;">Food Safety Policies and Procedures</p> <p style="text-align: center;">Ref FS.2.1 (FSAFA Ref 3.1)</p>
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Food Law Enforcement Service Plan 2014/15

Date Approved: July 2015

Date of Review: March 2016

Introduction

This plan sets out the food law enforcement and regulation services that Oadby and Wigston Borough Council intends to provide in 2015/16.

It is compiled with reference to the joint agreement between local authorities and the Food Standards Agency, known as the Framework Agreement.

1. Aims and Objectives

1.1 Corporate Aims and Objectives

1.1.1 Oadby and Wigston Borough Council have adopted the following 7 Corporate Priorities. These are -

- Protect front line services
- Enhance the green environment so residents take full advantage of it
- Revitalise town centres
- Safer Borough
- Listen and use the 3 forums
- Work smarter to delivery efficiency savings required to meet budget cuts
- Improve the health and wellbeing of our residents

1.1.2 The Council seeks to address these priorities in a manner that is open, while listening to the views of, and serving, its community.

1.1.3 This section will be updated to reflect any changes in priorities that occur during the year.

1.2 Service Aims and Objectives

1.2.1 The Food Law Enforcement Service is provided as part of Oadby and Wigston Borough Councils environmental health function in its Community Service.

The service has the following overall vision –

To protect public health and safety by ensuring that all food prepared, manufactured, stored and sold in the borough is of a safe, wholesome and healthy standard and to control the occurrence and spread of cases of food poisoning within the borough.

1.2.2 The specific aims of the Food Law Enforcement Service are as follows –

- Provide expert advice and assistance to customers on all aspects of food safety.
- Ensure Oadby and Wigston Borough Council meets its statutory responsibilities for
the enforcement of legislation relating to food safety.
- Promote best practice in food hygiene to local businesses and residents.
Provide services that have the full confidence of all customers, including Councillors, Central Government, other organisations, local businesses and residents.
- Apply the principles of quality management and improvement.
- Achieve financial and performance targets set by the council.

1.2.3 These aims have been reviewed to ensure they –

- ❖ Deliver the corporate aims of the Council
- ❖ Support the Council's 7 objectives in as many ways as possible
- ❖ Satisfy the requirements placed on the Council by statute

1.2.4 In order to achieve these aims, the environmental health team will meet the following objectives –

- Complete annual programmes of inspection of business premises in accordance with statutory requirements for the enforcement of food safety.
- Enforce the requirements for licensing and/or registration of activities involving food businesses and process applications for such in accordance with Council policy.
- Investigate and respond, in accordance with Council policy, to complaints, enquiries and requests for service regarding food safety.

- Investigate and respond, in accordance with Council policy, to notifications and outbreaks of food poisoning.
- Promote food safety, including participation in the national Food Safety Week and Food Standards Agency initiatives.
- Monitor the safety of food sold or produced in the Borough by undertaking an annual programme of food sampling in partnership with other Leicestershire authorities and in conjunction with national surveys of specific products.
- Maintain a well informed workforce by providing appropriate training, access to comprehensive technical/legal data systems and liaising with other relevant organisations.
- Provide reports to Councillors and an annual report to the Foods Standards Agency on the services provided and performance against targets.
- Provide informed choice for food business customers by maintaining a published indicator of food safety standards.
- Promote a consistent approach to enforcement and service provision by creating and maintaining documented policies and procedures for the services provided.
- Monitor customer satisfaction in the services provided and take their requirements into account when reviewing service provision.

2. Background

2.1 Profile of Oadby and Wigston

The Borough of Oadby and Wigston lies to the south east of Leicester City and, at 2,352 hectares, is the smallest in area of Leicestershire's seven districts.

The Borough is predominantly urban, consisting of three main settlements – Oadby, Wigston and South Wigston – with a population of almost 57,000.

There has been extensive residential development since 1945 and as a result although the total number of food premises is small in comparison to other authorities, there is a wide variety of food businesses ranging from national food manufacturers to small local retail outlets supplying the local population.

2.2 Organisational Structure

- 2.2.1 The Council operates a Committee Structure approach to local government as the most appropriate to the needs of Oadby and Wigston.

For the regulatory aspects of its service, including food safety, environmental health reports to the Service Delivery Committee. In addition, following various organisational structure the Environmental Health team Leader also reports in to the Corporate Enforcement Team led by the Council solicitor who is responsible for supporting and advising on all enforcement matters in the Borough.

- 2.2.2 The Environmental Health Team Leader reports to the Head of Community and also keeps regular contact with the Committee Chair.

Delegated powers for authorising enforcement officers are vested in the Chief Executive.

It is the responsibility of the Environmental Health Team Leader to ensure that officers who are authorised have the necessary levels of competency, experience and training appropriate to the level of work they are asked to undertake.

- 2.2.3 The Consultant in Health Protection employed by the Public Health England (PHE) is the Proper Officer appointed by Oadby and Wigston Borough Council for the purposes of the Public Health (Control of Disease) Act 1984 and the Public Health (Infectious Diseases) Regulations 1988.

- 2.2.4 The Public Analyst appointed by Leicestershire County Council undertakes analysis of food samples and complaints.

- 2.2.5 Microbiological examinations of food and water samples will be carried out by the Food, Water & Environmental Microbiology Laboratory at the Good Hope Hospital, Sutton Coldfield, and Birmingham.

2.3 Scope of the Food Service

- 2.3.1 In addition to undertaking the statutory enforcement responsibilities imposed by food safety and public health legislation, the council adopts an educative approach to food safety through health promotion and the provision of advice to local businesses.

- 2.3.2 The Council also supports the “Better Business for All” initiative which is being co-ordinated through the Leicester & Leicestershire Chamber of Trade.

- 2.3.2 The scope of services provided by the environmental health team is as follows:-

2.3.2.1 Planned Inspections of Food Premises

There are 340 (end March 2015) registered food businesses operating with Oadby and Wigston. These comprise a range of premises including manufacturers, caterers and retailers. All food premises are contacted on a regular basis by the Council’s food safety officers who advise on good practice and ensure compliance with legal requirements. Where the business is on the inspection programme, the inspection frequency of each food premises is programmed according to the risk assessment system prescribed in the current Food Standards Agency Code of Practice, which takes into account potential hazards, level of compliance and confidence in management control systems.

2.3.2.2 Investigation of Complaints

Food safety officers respond to all justifiable complaints about food premises and food purchased within the borough of Oadby and Wigston. Each complaint is thoroughly investigated to determine the appropriate enforcement action and to

ensure that all reasonable precautions are taken to prevent any recurrence. This frequently involves contact with manufacturing companies and local authorities in other areas.

In 2014/15, there were 19 complaints or concerns about food premises and food handling and 20 complaints about food purchased.

2.3.2.3 Revisits

Where the operator of a food business is required to undertake works in order to comply with food safety legislation, a revisit may be undertaken after the date specified for compliance.

2.3.2.4 Food Alerts

On occasions, Food Alerts are issued by the Food Standards Agency in respect of certain foodstuffs and, where necessary, the team takes all appropriate measures to ensure that stocks of all such food are removed from sale by traders within this Borough.

During 2014-15 a number of alerts were received and dealt with by the team.

2.3.2.5 Food sampling

Sampling is undertaken to monitor food safety standards during inspection and as part of national and local microbiological food sampling programmes.

2.3.2.6 Investigation of food borne illnesses

The Council receives notification of food poisoning cases from GP's, the local health authority and their laboratory services. Each notification is investigated and appropriate action taken to prevent spread of infection.

2.3.2.7 Food hygiene promotion and education

As part of the Council's commitment to promoting the health and quality of life of residents, the environmental health team undertakes various food safety initiatives. These have included supporting Food Safety Week.

The Council is participating in the National Food Hygiene Rating Scheme (FHRS).

2.3.2.8 Food premises approvals and licensing

Certain food operations require prior approval or licensing by the local authority. In Oadby and Wigston these include the manufacture of meat products. Premises and food operations are inspected prior to issuing licences or approvals and systems regularly monitored thereafter, to ensure continued compliance with legal requirements.

2.3.2.10 Other services

These include –

- Advice to prospective new businesses

- Occupational health and safety matters arising during the course of food safety inspections.
- Response to any type of environmental health enquiry.
- Support for the Consultant in Communicable Disease Control (CCDC), where required in investigations and control of waterborne incidents and infectious diseases other than food poisoning.
- Interactions on application for licences, planning permission and building regulations, where there is a food safety implication.

2.4 Demands on the Food Service

2.4.1 Of the 375 food premises operating in Oadby and Wigston:-

183	Fall into the higher risk A, B or C categories for inspection
1	Is high volume manufacturers whose products are distributed internationally and who refer to the council as their originating authority
2	Have been approved by the environmental health department under product specific legislation
0	Have informal arrangements for the Council to act as its primary home authority

2.4.2 The Food Safety service is delivered from a single location situated at the Council Offices, Wigston. The office opening hours are Monday to Thursday 8.45 a.m. to 4.45 pm except on Wednesday 8.45 am to 4.00 pm and Friday 8.45 a.m. to 4.15 p.m.

2.4.3 Arrangements are in place for contacting senior officers regarding emergency matters arising out of normal working hours e.g. food poisoning outbreaks, food safety incidents and food hazard warnings.

2.4.4 Factors likely to have major impact on service delivery in 2015/16 include:-

- continuing implementation of the food hygiene rating system to businesses in our borough, including responding to requests for revisits and appeals
- training requirements for existing food safety officers;
- adherence to rigorous documented procedures and submission of returns to meet Food Standards Agency Framework Agreement requirements;
- joint FSA/ Health and Safety Executive approach to business regulation
- potential development of a local enterprise partnership to support businesses in Leicestershire, in partnership with the Better Regulation Delivery Office (BRDO)
- government drive for reduction of burden on businesses
- requirement for flexibility, to react to unforeseen opportunities and situations of risk

- reactive requirements of other unscheduled environmental health enforcement duties.

2.5 Enforcement Policy

Oadby and Wigston Borough Council's Enforcement Policy applies to food safety work. Formal enforcement is taken by a team of regulatory enforcement officers led, by the Council solicitor in consultation with Head of Corporate Resources. Food Safety Officers will receive instruction and guidance as necessary on the application of the enforcement policy and procedures. Enforcement decisions will be documented and monitored to demonstrate adherence with the policy.

3. Service Delivery

3.1 Food Premises Inspections

- 3.1.1 In March 2004 Oadby and Wigston Borough Council adopted a formal policy for food safety inspections to be undertaken in accordance with Codes of Practice issued under section 40 of the Food Safety Act 1990 and guidance issued by then Local Authorities Co-ordinators of Regulatory Services (LACORS) (now defunct).
- 3.1.2 In accordance with this policy and the current Food Safety Codes of Practice, a management system for food safety inspections has been introduced. The current version comprises the documented procedure for food hygiene inspections which will be reviewed annually and revised as and when legislation/guidance changes.
- 3.1.3 Following every full food safety inspection, officers assess the risk posed by the food business with reference to:
- the nature of its operation
 - level of compliance with food safety requirements
 - confidence of its management

This is used to determine the frequency of inspection.

- 3.1.4 Previous inspections and risk assessments of food businesses established that the following number of food premises was operating in Oadby and Wigston in March 2013.

Risk Level and description	Number of Premises
A Risk (minimum inspection period 4 months)	1
B Risk (minimum inspection period 12 months)	39
C Risk (minimum inspection period 18 months)	143
D Risk (minimum inspection period 2 years)	52
E Risk (minimum inspection period 3 years)	140

3.1.5 Based on the dates of previous inspections, the proposed programme of food safety inspections for 2015/16 are as follows:-

Risk Level of premises	Number of inspections
A	2
B	39
C	80
D	22
E	40 (Self assessments)

In addition, there will be a number of new food businesses that are not yet categorised. Following inspection, they will be given a risk rating and this will determine how frequently they are inspected in future. The inspection programme will also include those new businesses that open during 2015/16, although exactly how many we cannot predict.

3.1.6 In addition to visits undertaken as part of the risk assessment programme, inspections are also undertaken in respect of:

- licensing and approvals of food businesses;
- complaints regarding food business operations;
- enquiries and request for advice from food businesses;
- investigation of poor sampling results;
- transient stalls and mobiles
- new business operations

3.1.7 Revisits will be undertaken where significant breaches of hygiene regulations are identified during an inspection. Based on the percentage of inspections previously generating revisits, it is estimated that approximately 10% will be required in 2014/15. Revisits will also be made in response to requests and appeals that meet the criteria set in the food hygiene rating scheme procedures. As this is a new scheme, the impact of this is as yet unknown.

3.1.8 The environmental health department will endeavour to undertake all of these inspections during 2015/16 but it is accepted by the Council that this depends on other reactive environmental health duties that may be required. However, the council is committed to a high number of inspections and will consider contract employment when necessary to achieve this. The Council's annual performance targets reflect the high performance expected by the Food Standards Agency -

- to undertake 100% of the inspections required for A B and C risk premises;
- To undertake 100% of the inspections required for D risk premises.
- To deliver an alternative strategy to inspection for the lowest risk premises (E rated)

High risk premises inspections will take priority over low risk.

- 3.1.9 During 2015/16, our target is 100% of inspections programmed for all Premises to be undertaken within 28 working days of the programmed date.
- 3.1.10 All inspections are undertaken by officers employed by the authority as environmental health officers with the necessary authorisation, competence and experience for food safety enforcement.
- 3.1.11 Where existing resources are insufficient to achieve the inspection programme, specialist contractors may be employed to address any shortfall.
- 3.1.12 All authorised food safety officers have access to the following technical support:
- Food Standards Agency website, publications and seminars;
 - Better Regulation Delivery Office information
 - Internet Access;
 - Leicestershire CIEH Food Safety Network Group.
- 3.1.13 Resources required for food premises inspections in 2015/16, (excluding clerical and senior management support) are estimated as 1.00 full time equivalent qualified officers.

3.2 Complaints about Food and Food Businesses

- 3.2.1 In March 2004 the council adopted a formal policy for the investigation of complaints against service, in accordance with FSA Codes of Practice issued under Section 40 of the Food Safety Act 1990 and guidance issued by the Local Authorities Coordinators of Regulatory Services.
- 3.2.2 Procedures for responding to and dealing with complaints, enquiries and other requests for service are documented. These will be reviewed annually and revised as and when legislation/guidance changes or in the light of local experience.
- 3.2.3 Based on trends in food complaints received over the last six years it is estimated that between 30 - 35 complaints about food and 25-30 complaints or concerns about food businesses will be received in 2015/16.
- 3.2.4 Resources necessary for investigating complaints about food and food businesses in 2014/15 (excluding clerical and senior management support) are 0.05 full time equivalent qualified officers.

3.3 Home Authority and Primary Authority Principle

- 3.3.1 Oadby and Wigston Borough Council have no formal policy or arrangements in place regarding home authority or primary authority principles. However advice from the Local Better Regulation Office is considered when dealing with a business in the borough that does have a primary authority arrangement with another local authority.

3.4 Advice to Businesses

- 3.4.1. In accordance with its priorities the Council is committed to responding to all enquiries and requests for advice to food businesses. This is in the form of a service standard rather than a policy.
- 3.4.2 Procedures for responding to and dealing with complaints, enquiries and other requests for service are documented. These will be reviewed and, if necessary, revised as legislation/guidance changes and, in any event, at least annually.
- 3.4.3 Planning and building regulation applications relating to food businesses are examined regularly and, where appropriate, applicants are contacted to seek further information about their intentions for their prospective business and/or to provide advice.
- 3.4.4 Based on recent years' trends, somewhere between 20 to 30 requests for advice can be expected in 2015/16.
- 3.4.5 Resources required in 2015/16 for providing advice to food businesses are included in paragraph 3.7.4.

3.5 Food Sampling

- 3.5.1 The Council's policy regarding food sampling was adopted in March 2004 and is revised annually.
- 3.5.2 Routine food sampling is undertaken in accordance with a strategy and annual programme developed with the Leicestershire CIEH Food and Technical Sub Group. The annual programme for 2014/15 has been with the following partners - county authorities, trading standards and the public health laboratory service, and will be published shortly. It will then be appended to this plan.
- 3.5.3 Other food sampling is undertaken:
- as part of food poisoning and complaint investigations;
 - as part of food premises inspections to monitor hygiene standards and confirm adequacy of food processing systems.
- 3.5.4 Examination and analysis of food samples are undertaken at accredited laboratories detailed in paragraphs 2.2.4 and 2.2.5.
- 3.5.5 Most of the food sampling carried out in 2015/16 by the department will be undertaken for monitoring and surveillance purposes, on an informal basis. It will be undertaken by environmental health officers and a technical officer all of whom have, or will have received, specific training for this work. Where formal food sampling is required, it is undertaken by officers qualified in accordance with the current FSA Code of Practice.
- 3.5.6 Approximately 40 food samples were submitted for examination or analysis in 2014/15 and, a similar number is expected to be taken in 2015/16.

3.5.7 Resources required for food sampling in 2014/15 are estimated at 0.1 full time equivalent officers.

3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

3.6.1 The Council's policy regarding the investigation of food poisoning incidents was adopted in March 2004 and is checked each year to ensure it remains up to date.

3.6.2 A district plan in case of a major outbreak of infectious disease was documented and revised by the Leicestershire Control of Infectious Disease Group.

3.6.3 Last year about 62 cases of infectious disease were received and, in the absence of any current trend indicating otherwise, we assume a similar number can be expected in 2014/15.

3.6.4 There were no major food poisoning outbreaks in the borough during 2012/13.

3.6.5 Resources required for food poisoning investigation in 2015/16 are estimated at 0.1 full time equivalent officers.

3.7 Food Safety Incidents

3.7.1 The Council's policy for responding to and initiating food alerts in accordance with the current FSA Code of Practice was adopted in March 2004. It is subject to continuous assessment and every 2 years.

3.7.2 Procedures for responding to and initiating food alerts are documented. These will be reviewed annually and revised as and when legislation/guidance changes.

3.7.4 The resources necessary for the following services which relate to food safety incidents in 2014/15 are estimated to be 0.15 full time equivalent qualified officers:

- Complaints about Food and Food Business
- Home and Primary Authority liaison
- Advice to Businesses
- Responding to and/or initiating food hazard warnings

3.8 Liaison with other Organisations

3.8.1 Oadby and Wigston Borough Council are represented at regular meetings of the Leicestershire Food Safety Group.

To encourage consistency of enforcement within the nine Leicestershire Authorities, the Group:

- Formulates and reviews strategies and procedures for adoption by individual authorities.

- Liaises with other professional bodies e.g. representatives from the Public Health laboratory Service and Leicestershire County Trading Standards over general matters of enforcement;
- Liaises with the food trade and trade organisations, e.g. Leicestershire County Education and Social Services Departments, over specific matters arising;
- Liaises with advisory groups, e.g. Local Government Regulation
- Works with OFSTED to achieve acceptable standards in educational establishments particularly nurseries.
- Operates county wide the national food hygiene rating system.
- Undertakes peer review exercises, the aim of which is to assess the quality of each participant's service and improve consistency of regulation across the county

3.8.2 The Council is represented on the East Midlands (South) Health Protection Operational Partnership Group. This group was set up by Public Health England (Formerly, The Health Protection Agency) and the constituent district councils to:

- Develop guidelines on infection control issues;
- Act as advisory groups, making recommendations on all aspects of communicable disease (including food poisoning);
- Formulate exercises and, where necessary, implement outbreak control plans.

Members of the group include the Public Health Executive infection control nurses and consultant microbiologist, GP representatives and senior environmental health officers from local authorities within the East Midlands. These arrangements will be updated as and when changes to the health service are implemented.

3.8.3 Arrangements are in place for Environmental Health to be provided with details of all planning and building control applications received. These are utilised to identify new food businesses and changes to existing operations. Contact is made with applicants to provide advice on food safety matters.

3.8.4 The resources required in 2015/16 to maintain liaison with other organisations is estimated at 0.1 full time equivalent qualified officers.

3.9 Food Safety Promotion and Education

3.9.1 The Council has demonstrated a strong commitment to food safety promotion through support for Food Standards Agency initiatives, particularly the annual Food Safety Week.

3.9.3 Resources required for food safety promotions and education in 2014/15 estimated to be 0.05 full time equivalent officers.

3.9.4 The Council has adopted the national Food Hygiene Rating Scheme. As part of its risk rating, each food business is given a score on its performance in 3 areas, standards of hygiene, the structure of the premises and the confidence in management. These scores are used to provide a Food Hygiene Rating score. The scores are published on the Food Standards Agency Website and the scores can be displayed within the food premise. It is not a mandatory requirement for a food business to display their score. A maximum score of 5 means very good whereas a zero score means urgent improvement is necessary. Some food businesses are excluded from the scheme. The profile of the Borough at the beginning of April 2015 is as follows

Score	Number of Premises
zero	1
1	23
2	11
3	48
4	58
5	141

4. Resources

4.1 Financial Allocation

- 4.1.1 The projected budget figure for environmental health administration and enforcement in 2015/16 is £264,090, of which a portion is allocated to the Food Safety Service.

At the present time and given the resources available to deliver all environmental health services, it is not a priority in 2015/16 to identify a means of costing separately the food safety service.

4.2 Staffing Allocation

- 4.2.1 The resources required to undertake the services described in Section 3 above (including senior management but excluding clerical support) are detailed in the table below:-

Functions	Full Time Equivalent Officers Estimated for 2014/15
Food Premises Inspection	0.8
Food and Food Business Complaints Home Authority Principle Advice to Food Businesses etc. Food Safety Incidents	0.1
Food Sampling	0.1
Food Poisoning Investigation	0.1
Liaison with Organisations	0.1
Food Safety Promotion and Education	0.05
Administration and Research	0.10
Management/Supervision	0.20
Staff Development	0.05
Totals	1.6

- 4.2.2 In 2015/16, we anticipate sufficient resources will be available once permanent staff are appointed to undertake our food law enforcement programme.

- 4.2.3 Should it be necessary to make new appointments or to engage private contractors, these will be properly qualified officers. Where such officers have not undertaken food safety enforcement for some time, revision training, in accordance with the current FSA Code of Practice will be provided.

- 4.2.4 Clerical support is provided by the Community Service area (environmental health administration)

4.3 Staff Development

- 4.3.1 As part of the Council's Employee Development which includes performance management and training. All food safety officers undergo annual appraisal interviews which include review of training requirements and personal development objectives.
- 4.3.2 Communication within the environmental health department is very easy in view of its small size and therefore in practice many matters are discussed informally on a day to day basis, as part of the normal daily routine.
- 4.3.3 Officers authorised to undertake inspections must be suitably qualified and demonstrate their competency to undertake inspections and audits of food safety systems. The FSA Code of Practice also requires authorised food officers to receive at least 10 hours, structured on-going training, and each year.
- 4.3.3.1 To fulfil training needs, officers attend seminars and courses arranged by the Leicestershire Food Safety Group, Central Government advisory bodies, other local authorities and external training organisations. The Council also subscribes to the 5 + 1 Training scheme operated by the East Midlands authorities, which includes a dedicated session on food safety.
- 4.3.3.2 During 2015/16 attendance at relevant course and seminars will be considered as and when they are advertised and found to be relevant to our needs, or where deficiencies in authorised officers' knowledge become apparent by seeking out training courses. A training matrix now forms part of our training procedures and is used to help with the identification of training needs.
- 4.3.3.3 Subsidised training by the FSA is continuing in 2015/16 and the Leicestershire Food Group plans to use this for training events.
- 4.3.4 Should it necessary to use external contractors to supplement our food safety work in 2015/16, their CPD records will be checked and verified if necessary and only those meeting competencies in the specific areas of food safety work we require, will be employed.
- 4.3.5 The service recognises that formal courses and seminars are not the only means of developing and maintaining competence. Some of the other means that are used include
- cascade training to colleagues
 - liaising with colleagues, both internally through the corporate enforcement team and other local authorities and in other organisations
 - work shadowing with colleagues
 - internet research and on line training

4.3.6 Training records

All officers involved in this service are expected to keep a record of the training events they attend or other training they undertake.

This is a requirement of their professional body, the Chartered Institute for Environmental Health, which operates a Continuing Professional Development (CPD) scheme requiring all members to undertake a minimum of 20 hours CPD each year, 10 of which must be on the subject of food safety..

Officers are also encouraged to reflect on the effectiveness of their training, to determine

how useful it is, what new knowledge and skills they have acquired and what they might do differently or better as a result of the training.

Under the terms of the scheme, this reflection may also contribute to CPD.

5. Performance Management

5.1 The proposed performance management for 2015/16 is set out below

Target	Expected Outcome	Eval. Method	Resources	Deadline	Officer
Complete annual programmes of inspection of business premises in accordance with statutory requirements for the enforcement of food safety	100% Inspections carried out that were due	Check of actual inspections carried out against action forward planning programme produced on 1 April '2014. This identifies all the businesses due an inspection during the year. Monthly Monitoring Monitoring Reported in Performance Reviews	Officer Time	31 March 2015	Team Leader EH Team " 0.1 Full time EH Officers
Enforce the requirements for licensing and/or registration of activities involving food businesses and process applications for such in accordance with Council policy.	All food business in the Borough to be operating within proper registration and, where needed, licensing.	New businesses sent a registration form when they begin to trade – follow up letter/visit if registration form not returned. Annual licensing inspection programme undertaken at the appropriate frequency as set out in the Code of Practice (this is part of the forward planning inspection process set at the beginning of the year) Periodic reviews of registration and licensing requirements, including monitoring to confirm appropriate procedures are being met.	Officer time	Deadlines set by reference to the Code of Practice and OWBC performance standards	As above
Investigate and respond to complaints, enquiries and requests for service regarding food safety, in accordance with Council policy.	All complaints, enquiries and requests for service to be investigated in accordance with policy and procedures.	Electronic records will confirm response times. Sample surveys are undertaken to monitor individual cases. Customer satisfaction surveys, to provide customer perception of the service.	Officer time	Within OWBC performance standards	As above
Investigate and respond to notifications and outbreaks of food poisoning in accordance with council policy	100% of outbreaks to be responded to and investigated in accordance with council property	Sample monitoring to confirm Policy and Procedures are met	Officer time	Within OWBC performance standards	As above
Promote food safety, including participation in the national Food Safety Week and Food Standards Agency initiatives.	At least one activity during National Food Safety Week	Food Safety Promotional Event in June 2014 Other initiatives as prompted by the Food Standard Agency	Officer time	June 2014 Food Safety Week Other deadlines as set for other	As above

Target	Expected Outcome	Eval. Method	Resources	Deadline	Officer
		Other Events during the year		specific initiatives	
Monitor the safety of food sold or produced in the Borough by undertaking an annual programme of food sampling in partnership with other Leicestershire authorities and in conjunction with national surveys of specific products	90% of sampling target met, for sampling appropriate to our borough. All result of sampling to be 'satisfactory'.	Annual county sampling programme is set in line with national and local priorities and in conjunction with the County Public Health Analyst at the beginning of the year. Monthly records are kept to chart the progress through the year. The programme and progress to its achievement is published in the Councillors Update.	Officer time	Completion of programme by 31 March 2016	As above
Maintain a well informed work force by providing appropriate training, access to comprehensive technical/legal data systems and liaising with other relevant organisations.	Minimum 10 hours continuous professional development training for food safety officers	Evidence of attendance at CPD events (Certificates or Personal Records) Evidence of research or cascade training that will count towards CPD.	Officer time and Training budget	31 March 2016	As Above
Provide interim reports internally and an annual report to the Food Standard Agency on the service provided and the performance against targets.	Electronic annual report to Food Standards Agency.	Reports published and accepted	Officer time	FSA report to their deadline date	Head of Service and team leader EH Team
Promote a consistent approach to enforcement and service provision by creating and maintaining documented policies and procedures for the services provided	All Food Safety enforcement carried out in accordance with the policies and procedures	Policies and Procedure documents written and published. Policies and Procedures updated annually, in line with changes in good practice and FSA guidance Sample monitoring to ensure policies and procedures are being followed.	Officer time	30 June 2015	As above

5.2 Summary of Food Safety Service Performance Standards in 2014/15

National Indicators

There are no national indicators relating to food safety work.

Local Indicators

Food Premises Inspection	% of food premises inspected/audited, of those that should have been inspected.
Low Risk Enforcements	% of low risk food business self assessment forms that are returned, assessed and re-categorised where necessary.
Response to	Response within specific times to requests and notifications.

Requests	
Improvement in standards	% of food businesses in each Food Hygiene Rating System category and change over time.
Food Sampling	% of 'credits' used in the annual county food sampling programme (where appropriate to our borough).

6. Quality Assessment

6.1 The quality of service provided by the environmental health food safety service is assessed by:

- Monitoring performance against targets for food premises inspections and responses to requests for service;
- Monitoring actual working practice against procedures and protocols for:
 - Inspections of food businesses;
 - Investigation of complaints and food poisoning notifications;
 - Enforcement;
- Undertaking customer satisfaction surveys of local businesses receiving inspection.

6.3 Complaints regarding services provided will be investigated under the council's formal complaint procedure. No complaints were received in 2014/15.

7. Review

7.1 Identification of Variation from the Service Plan

7.1.1 Reports on performance against targets will be made available quarterly on the Council Website as part of the Service Charters and exceptions reported to the Service Delivery Committee as required. Any variations to the performance standards or targets will be reported to the Council's Management Team at the earliest opportunity.

7.2 Reviews against the Service Plan

7.2.1 The process of review will begin at the end of May each year and will have regard to information provided by the Environmental Health Team Leader

Performance and resources available for the year

- Responses to consultation with local businesses and the community
- Observations from Members, the Management Team and the environmental health officers
- Advice from the Food Standards Agency and examples of best practice observed elsewhere
- Information arising from the Leicestershire CIEH Food Safety Group

7.2.2 A review of the work plan will be included as an appendix in the following year's service plan.

7.3 Areas of Improvement

7.3.1 In producing the 2015/16 service plan and taking into account the advice provided in the Food Standards Agency's Framework Agreement on Local Authority Food Law Enforcement, the following service developments were identified and are to be addressed during 2014/16 –

- To introduce food hygiene audits as a means of assuring compliance with the premises holding a Food Hygiene Rating Scheme mark of "5".
- To increase numbers in higher categories of the national food hygiene rating system.
- To work with the businesses holding a Food Hygiene Rating Scheme of "0", "1" or "2", in order to improve their rating – known to be a "Zero 1,2" project.

7.3.2 The council's existing policy for food law enforcement is reviewed annually and any significant changes are put to Member approval. Major reviews of the policy take place every 3 years, the next one being due in June 2018.

7.3.2 All policies and procedures will be reviewed at intervals of no more than every two years, unless

- Changes in legislation or guidance dictate more frequently, or
- failures in the service can be addressed by revising policies and/or procedures and that the matter or matters are of such urgency it is not considered advisable to wait until the annual review.

8. Work Plan

In addition to maintaining services and performance in line with Section 5 (Performance Management), the following are specific targets or projects for the 2014/15 food safety service work plan –

1. Joint work and projects planned and delivered by the Leicestershire CIEH Food Liaison Group, whose work is designed to promote good, consistent food safety standards between its members across the county. Their work plan for 2015/16 is attached.
2. Delivering the areas of improvement identified at 7.3.
3. Following the changes within the service workforce, to improve knowledge and resilience across the team by addressing the development targets identified above in 4.2.3, (Should it be necessary to make new appointments or to engage private contractors, these will be properly qualified officers. Where such officers have not undertaken food safety enforcement for some time, revision training, in accordance with the current FSA Code of Practice will be provided)

Leicestershire Food Liaison Group - Work Plan 2014

Key Priority Theme	Activity	Implementation Date	Completion/Review Date	Lead Responsibility
Performance	<u>Sampling</u> (a) Complete 2014/15 Programme	1 April 2015	31 March 2016	Food, Water & Environment Lab, Birmingham in conjunction with all Authorities
	Draft Protocols for sampling subjects	2 months prior to sampling topic	31 March 2016	Food, Water & Environment Lab, Birmingham in conjunction with all Authorities
	<u>Peer Review</u> Undertake a peer review exercise following up on the lessons learnt from May 2011 exercise	30 June 2015	31 December 2015	Leicester City /Blaby District Council
	<u>Inter Authority Auditing</u> Review results of the IAA exercise carried out in the last quarter of 2012 on E coli	1 January 2015	31 September 2015	All
	<u>Newsletter</u> Develop a newsletter template for Food Businesses in the County	1 June 2015	31 December 2015	Blaby District Council
	<u>Food Hygiene Rating Scheme</u> Continue to embed the Food Standards Agency (FSA) Food Hygiene Rating Scheme <u>Intervention Policy</u> To draft a common Intervention Policy for all Local Authorities	1 January 2015 Delayed until new Code of Practice issued	31 December 2015 Review position 31 December 2015	All except Rutland To be Agreed at future date

Key Priority Theme	Activity	Implementation Date	Completion/Review Date	Lead Responsibility
Inter Agency Working	Invitation to Dairy Hygiene & Egg Inspectorate to attend one meeting	1 January 2015	30 June 2015	Secretary
	Review of Officer Training Needs in Leicestershire.	1 January 2015	30 June 2015	Training Officer/All Authorities
	To facilitate one joint project with Trading Standards Officers in the County	30 June 2015	31 December 2016	Leicestershire County Council Trading Standards
	<u>Facilitation of Courses</u>			
	Arrange 2 courses for Enforcement Officers in the County	1 March 2015	31 December 2015	Training Officer
Continuing Professional Development	Organise 5 + 1 Training Session on Food Hygiene	1 st January 2015	30 th September 2015	Hinckley and Bosworth Borough Council and North West Leicestershire District Council



Council	7 JULY 2015	Matter for Information
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Title: **LEISURE MANAGEMENT – PERFORMANCE MONITORING UPDATE**

Author: **Anne Court, Director of Services and Monitoring Officer**

1. Introduction

This report updates members on the progress with the performance monitoring of the new Leisure Contract and progress with the new build swimming pools at Wigston and Parklands Leisure Centre, Oadby.

2. Recommendations

That Members note the progress set out in the attached appendices to this report

3. Information

Under the terms of the new Leisure Contract there is to be formal monthly monitoring of the performance against the Council’s requirements as set out in the contract. Attached at Appendix 1 to this report. The report gives an overview of performance for the first contract year (1 April 2014- 31 March 2015). These reports will continue to be reported to this committee on a regular basis. The conclusion by the Council’s appointed Leisure Consultant, is that overall the contract has commenced well with a positive 426,000 attendances in the first year of the contract which is significantly higher than in previous years together with 3,086 new members.

The construction programme for the new build swimming pools is attached at Appendix 2. The building works are progressing in accordance with the revised programme.

Email: Anne.Court1@oadby-wigston.gov.uk Tel: 0116 2572606

Implications	
Financial (JD)	The finance department monitor the management fee payments and interim payments for the new build.
Risk (AC)	CR2 Key Supplier/Partnership failure; CR5 effective utilisation of assets
Equalities (AC)	The Council’s facilities are accessible to all
Legal (AC)	The design, build and operate contract needs to be monitored for adherence to the terms and conditions

June 2015

WIGSTON POOL

Summary of works completed so far:

- Cut & Fill works
- Piling works
- Ground beams cast
- All retaining walls and pool structure complete and tested
- All internal drainage has been installed and 70% external drainage installed
- Structural steel has been erected and Glulam beams installed
- Metal decking has been installed

Works due to start in June:

- Roof works
- Brickwork commencement
- Beam and block flooring

Inspections:

- Health and Safety plan signed off
- Daily / Weekly inspections - internal
- Fortnightly / ad-hoc inspections – external organisations
- Zero accidents reported

PARKLANDS LEISURE CENTRE

Summary of works completed so far:

- Phase 1
 - New gym in new location
 - 2 new exercise studios in new location, including 'virtual' classes equipment
 - Gym changing rooms refurbishment
 - Refurbished function suite and secondary room
 - Refurbished function suite toilets
 - Temporary reception area installed
 - New administration office
- Phase 2
 - Service diversions
 - Internal demolition of walls in preparation for new pool changing rooms, reception and foyer
 - First fix to internals
 - Additional drainage runs cut
 - Steel framework
 - Pool excavation and concrete lining

Works due in June:

- Plant room first fix
- Metsec construction
- Roof liner sheeting being installed

Inspections:

- Health and Safety plan signed off
- Daily / Weekly inspections - internal
- Fortnightly / ad-hoc inspections – external organisations
- Zero accidents reported

Agenda Item 15



Service Delivery	7 July 2015	Matter for information and decision
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Title: **Achievements at Brocks Hill & Operations since March 2014**

Anne Court – Director of Services

Author: Carolyn Holmes- Country Parks and Environment Manager
Margaret Smith – Facilities & Administration Manager

1. Introduction

This report covers progress and developments at Brocks Hill (BH) and Operations as requested by the Chair of Service Delivery Committee as a bullet point list for achievements at the site since March 2014, when activity was last reported.

2. Recommendations

1) members note the progress made.

2) members to make a decision whether to proceed with a contract for the installation and maintenance of bus shelters in prime locations across the borough on a free of charge basis in return for the company being given advertising rights on the shelters.

3. BROCKS HILL UPDATE

Country Park and Habitat Management

- Front of Brocks Hill Centre ponds restoration and patio gardens completed.
- Friends of Brocks Hill Memorial Mound has been fully fenced by the Group; a new sign erected and roses (sponsored by the public) and plug wild flower plants (awarded through Stepping Stones) planted.
- The 2015-16 capital project to reprofile and plant the front insulation bank is completed.

Country Park Facilities

- Section 106 money supported a new bridge, resurfacing of the farm track to the top field with stone, and fencing of the amphitheatre, as well as the final phases of the signage programme.
- Jubilee Amphitheatre/outdoor performance space completed. Public sponsorship bought roses and honeysuckles which were planted by volunteers around the new fence. The opening of the Jubilee Amphitheatre on June 7th included performances from Fleckney Silver Band, Magna Music Band and a community choir. A number of groups have approached BH about using the space, including on June 20th when there was solstice picnic and ritual hosted by the county Pagan Federation. Three of the four theatre performances for August sold out.
- Dog walkers shelter in full use, with two picnic benches moved to the space following feedback from visitors.

- Play area improvements all complete, including restoring fences through support from Charnwood Foods.
- Volunteers restored the old wooden Brocks Hill entrance sign and all plaques from fallen bird boxes (those originally sponsored by the public for £10 around BH's opening) removed and added to this sign as a feature at the ponds at the front of the Centre.

Community Engagement

- School's marketing pack sent to all schools in the Borough and the surrounding area. School bookings have significantly increased and with bookings secured for the summer term we have met the annual income target.
- Successful first Natural History Environmental Garden Party on June 7th (linking to national volunteers week and world environment day celebrations). This was also the launch of the amphitheatre. Over 2,000 people were recorded by the Centre door counters. Over 30 stalls attended with excellent feedback.
- Holiday events had strong bookings, with positive feedback gathered. Door Counters recorded nearly 40,000 Centre visitors April 1st-June 8th.
- New volunteers recruited including Leicester De Montfort Rotary Club who have adopted BHI as one of their 2015-16 environmental projects. Assisting with fixed point and seasonal photography.
- Supported the development of a borough wide Archaeology Field Work Group. Hosted a six-week talk programme. Twelve members now meeting regularly.

Centre and Building Work

- Toilet refit programme completed with excellent feedback from commercial room hirers and visitors.
- Interim arrangement SLM for café delivery and catering for events continue. External contract procurement progressing.
- Reprogramming of the trend heating system and rain water harvesting completed. This now means BH is correctly capturing heat and re-circulating air on an optimised temperature basis and flushing toilets with grey water.

4. OPERATIONS UPDATE

Capital Projects:

Capital projects completed by the Facilities and Administration Manager during 2014-15:

- Extensions to Gardens of Remembrance (Wigston and Oadby Cemeteries)
- Upgrading and repairs to allotment roads
- Coombe Park Play Area
- Ellis Park Pavilion- new floor and kitchen
- Car Park Improvements – new signage, re-lining and pot hole work completed

Capital projects carried forward to 2015-16:

- Ervins Lock footbridge – negotiations continuing with the Canal and Rivers Trust (formerly British Waterways)
- Memorial Safety – project on-going; The War Graves Commission have attended both cemeteries to check the safety of their memorials. Cemetery staff have completed remedial work to 14 memorial stones (8 at Oadby, 6 at Wigston). Quotes from a stonemason have been received for work to five large memorial stones (2 at Wigston and 3 at Oadby) Start date awaited.
- Wigston Cemetery Boundary Wall repairs – a quote has been received within budget but over the £5k meaning two further quotations are required – these are being obtained.

New projects for 2015-16

- Car Park re-surfacing – (year 1 of 5) re-surfacing work to Borough car parks on a rolling programme over the next 5 years. Specification and tender documents are being drawn up for the re-surfacing of sections of East Street Car Park in Oadby.
- Refurbishment of bus shelters – see below

Street furniture:

Since the last report street name plates have been replaced at:

- Denmead Avenue, Shenton Close, Farleigh Avenue in Wigston
- Rockbridge Road, Oadby

In each of the above cases drivers were attempting to use roads as a cut-through and ending up in cul de sacs.

The following street name plates are awaiting installation:

- Willow Place, Wigston,
- Trent Close, Copse Close, Hamble Road, Oadby
- Waverley Road, Ivanhoe Road, Kenilworth Road, South Wigston

Via Oadby Forum and in liaison with Oadby Civic Society 3 benches and a litter bin have been ordered for Burton's Corner, Oadby. Delivery due mid July.

Bus shelters:

There are 55 bus shelters across the Borough of various designs, age and condition. The majority are of a bespoke design with solid back and side panels in corporate colours Seventeen shelters are in fairly good condition (6 were re-painted in March 2015); the remaining 38 are in various states of disrepair. There is a limited annual revenue budget (£3,000) for repairs and maintenance and for 2015-16 a capital allocation of £26,000 has been agreed to re-furbish as many shelters as possible.

Recently requests have been received via the town centre forums to install shelters at the following new locations:

- Howdon Road, Oadby
- Horsewell Lane opposite entrance to Durnford Road, Wigston
- Horsewell Lane between Durnford Road and Barnstaple Close, Wigston
- The Firs, Oadby Road, Wigston

Also, Wigston Forum has requested a quote to re-furbish the two non corporate shelters on Paddock Street and install bench seating.

Before installing any new shelters to the current bespoke corporate design Members are asked if they wish to review the type of shelter installed in the Borough and / or whether they wish to enter into a contract with an advertising company who would install and maintain some shelters free of charge in return for advertising. It should be noted that site visits have been held with Leicestershire County Council at three of the above new locations and their preference in each case would be to have shelters where the end panels are transparent.

Options 1: Continue with re-furbishment of existing shelters and any new shelters installed to be of the current bespoke corporate design:

The current price for rubbing down and re-painting one green and cream shelter is around £550 depending on the amount of work required.

Other than re-painting the existing shelters when required there is little other revenue cost involved other than cleaning which, is carried out in-house once per year with any graffiti being removed as and when required.

The cost of a new corporate bespoke shelter inclusive of installation and licence from Leicestershire County Council is £3,200. These are painted green and cream and have solid panels with a barrel roof. If required they can be manufactured to have polycarbonate (vision) end panels.

Option 2: Continue with re-furbishment of existing shelters (as above) but any new shelters installed would be of the Queensbury Arun design (or similar):

The Queensbury Arun design is similar in shape to the existing bespoke corporate design but includes vision panels. These should not require re-painting but there may be additional revenue costs in maintenance (for example if the vision panels need replacing) and cleaning.

The cost of a Queensbury Arun barrel roofed 3 bay shelter with half end panels is:

£3,288 for a shelter with toughened glass inclusive of delivery, installation and Leicestershire County Council licence.

£3,503 for a shelter with polycarbonate panels inclusive of delivery, installation and Leicestershire County Council licence.

Replacement toughened glass panels inclusive of labour are £200 each.

Glass is easier to clean than polycarbonate which can discolour and be scratched.

Option 3: A combination of options 1 and 2; Members may wish to consider replacing well used shelters that are nearest to the town centres with the Queensbury Arun shelter and continue with the corporate bespoke design in other areas.

Members are asked to make a decision as to which option they wish to follow. In addition, a decision is requested on the following:

Advertising on shelters:

At Services Committee in March 2015 Members agreed to look in more detail at the possibility of entering into a contract with an advertising company who would provide, install and maintain shelters in prime locations free of charge in return for being given the right to display advertising material on the shelters they install.

There are three main national companies (Adshel, JCDecaux and Primesight) who carry out this work. All have been approached but none are particularly keen to enter into a contract in the Borough as the locations available are not considered likely to give a good return on investment. However, a similar scheme has operated in Hinckley and Bosworth for some time in liaison with a local company K2 Media. K2 is potentially interested in taking on some locations in Oadby and Wigston particularly those they consider to be along prime routes. The standard shelter they install is the Queensbury Arun (as detailed above). K2 ensure the shelters are clean and well maintained and attend to any problems following a call-out. As part of the contract they are also to be responsible for the maintenance and cleaning of the shelter thereby reducing costs to the local authority.

Potential suitable sites would be those that are heavily trafficked, for example

- Along the A6, Oadby (3)
- Along the A5199, Wigston (5)
- Church Nook and Paddock Street, Wigston (3)
- South Wigston town centre (2 – currently 'Victorian' shelters)

Members are asked whether or not they would like to proceed with entering into a contract of this sort in which case the market would be tested to see whether other local advertising companies may be interested before proceeding.

In making a decision Members may like to note the following which could be built into a contract:

- Advertising on shelters is likely to require planning permission; the cost of applying for this is borne by the advertising company.
- The advertising panel within the shelter would be lit 24/7 with power installed and paid for by the advertising company.
- Shelters would be cleaned and maintained by the advertising company at their expense.
- Contract length would be around 15 to 20 years which is the approximate lifespan of the asset and allows an adequate period of time for a company to make a return on their investment.
- Members may wish to restrict the type of advertising allowed and this could be built into the contract. For example, Hinckley and Bosworth Borough Council specify local advertising.

Garden Waste Collection Scheme and Recycling

Since the "opt-in" scheme for wheeled bins for garden waste collections commenced in February this year, over 13,000 wheeled bins have been distributed to households (60% of total properties). There continues to be a steady stream of requests for wheeled bins at approximately 20 per day. The majority of households have opted for the larger size bin (240L) including some

terraced properties. Officers have carried out checks around the borough and there does not appear to be issues of bins being left out on the roadside. In summary to date the introduction of the “opt-in” scheme has resulted in:-

- Positive feedback from residents on ease of bins particularly for putting out for collection as opposed to bags
- Reduced sickness levels with staff
- Significant reduction in officer time of dealing with complaints that the bag system generates of “non collection” eg overweight /too many bags; “lost.” No complaints being received of “missed bins”
- Health & Safety issues still remain where continuing with bags have been opted. The crews still have to lift the bags to shoulder height to lift into a slave bin and therefore still the blow-back of dust
- The dual system has resulted in collection rounds unable to be completed within the allocated day so has a knock on effect for other collections throughout the week

In June there was delivery of 6 new state of the art refuse vehicles with dual bin lifts which will assist with ease of collection. The dual lifts give versatility for universal working so that any vehicle can be sent out for any scenario, whether collecting from estate sites or individual properties. This versatility will also give greater opportunities for maximising greater efficiency for round collections. There will be a significance reduction in maintenance costs, time-off road etc.

Recycling

- Participation rates – 70%
- Paper prices are recovering following the downturn earlier this year
- Garden Waste Credits have now ceased.
- A report for a policy decision on the future of the trial food waste collection will go to Policy Finance and Development committee later in July

Street Cleansing and Grounds Maintenance

- Litter picking – 6-8 week cycle across the borough with hot spots daily basis eg school areas. Volunteers de-litter Asda area at weekends
- 2 x footway Sweepers in each Oadby & Wigston & South Wigston - 4 times per annum minimum and target hot spots. Footway sweeper also cleans housing estates
- Road Sweeper for main road channels every 6 weeks and target hot spots 3 times per week.
- Alley ways are swept and litter picked every other week
- Approximately 18 tonnes picked up between footways and alleyways every 3 weeks

- Blaby DC now have contract from Leicestershire County Council for verge cutting
- Parks and play areas are visually inspected daily and recorded
- Parks are mowed monthly
- Hedgerow maintenance is carried out as winter work due to nesting
- East Midlands in Bloom judging on 9 July; summer bedding plants al planted, volunteers assisting with planting at St Peters Church, Blaby Road Park and Charnwood Foods site.

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Implications	
Financial	The above schemes can be met within budgetary provision
Risk (AC)	All projects will be risk assessed; CR1 : Decreasing Financial Resources CR8: Organisational Change
Equalities (AC)	No significant implications
Legal (AC)	No significant implications

on the General Fund. This makes the figures comparable to the approved budgets for the year.

The headline variances are explained below.

- There has been a reduction in staff costs in a number of services such as Environmental Health, Community Development and at the Brocks Hill Environment Centre due to vacancies in the establishment
- The Garden Waste Scheme has seen a reduction in the number of refuse bags procured and new revenue stream in the year for the purchase of extra green bins.
- Recycling disposal has once again been hit by market fluctuations which has seen a marked drop-off in income towards the end of the year.
- The Council has received a number of grants this year relating to this committee's services. Although unspent grants are appropriated to reserves to reduce the net cost of services for this committee.

Significant variances (Over £10,000) are shown in Appendix 2 of this report.

Officers are currently investigating the reasons for the under spend with the view of improving the accuracy of budgeting in the future and to improve the early identification of savings against budget.

Housing Revenue Account

In February 2015 the revised forecast for the HRA was that a contribution would be required from balances of £250,000 leaving a balance of £1,646,000 at 31 March 2014. However, the provisional outturn position shows a surplus of £827,000 for the year with a closing balance of £2,724,000. This represents a £1,078,000 under spend against the revised budget.

The main reasons for this under spend are:

- Although the Boulter Crescent project made good progress during the year the Council has not been required to make the revenue contributions to fund the capital scheme resulting in savings to the HRA Reserve of £757,000. This year's work has been principally funded from the Major Repairs Reserve which was fully utilised in 2014/15.
- The other major saving in the year relates to revenue repairs and maintenance. Void Repairs were under spent by £123,000 while planned Maintenance was under spent by £189,000.

Full details of the HRA provisional outturn position are given at Appendix 3.

Capital Programmes (Housing and Non-housing)

The revised capital programme for this committee included Housing schemes with a budgeted cost of £3,851,734 and General Fund schemes of £5,672,254. The total budgeted programme is £9,523,989. The provisional outturn for Housing is £2,530,665 an under spend of £1,321,070, and for the General Fund £3,898,965 which represents an under spend of £1,773,290. The total under spend on the programme is £3,094,359

The Council is currently undertaking two major capital schemes, the Boulter Crescent refurbishment and the redevelopment of the leisure facilities in the borough. Both schemes are due to finish in 2015/16 and the under spends in 2014/15 are a primarily result of the rescheduling of these schemes.

The reasons for these variances are given in Appendix 4.

Carry Forwards

Details of requested carry forward budgets for both revenue and capital have been included at Appendix 5. These will be reported to the Policy, Finance and Development Committee on 21 July for approval.

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Background Papers: Report to Council on 25 February 2014 – Budget Proposals 2014/15

Implications	
Financial (PL)	Incorporated within the body of the report
Risk	CR1 Decreasing Financial Resources CR9 Economy
Equalities	Not applicable
Legal	No significant implications

Service Delivery Committee (General Fund) Provisional Outturn Summary 2014/15

Cost Centre	Service Head	Original Budget 2014/15 £	Revised Budget 2014/15 £	Actual 2014/15 £	Variance Revised vs. Actual (Under) / Over £
14001	Environmental Health Admin/Enforcement	289,890	242,490	229,947	(12,543)
14003	Energy Conservation Act 95	0	0	0	0
14004	Environmental Protection	4,980	5,910	4,391	(1,519)
14005	Infectious Diseases	450	430	394	(36)
14006	Pest Control Service	2,870	13,710	10,913	(2,797)
14007	Dog Control Service	10,930	12,130	12,564	434
14008	Private Housing	(2,280)	560	(1,740)	(2,300)
14101	Community Development	159,430	164,240	125,667	(38,573)
14102	Health Promotion	5,260	5,180	1,732	(3,448)
14103	Grants	66,120	82,770	80,718	(2,052)
14104	Recreation and Leisure	51,160	61,380	62,326	946
14106	Multicultural	1,700	1,860	4,908	3,048
14201	Homelessness	46,530	45,450	54,297	8,847
14203	Day Centres	14,340	12,000	(6,000)	(18,000)
14204	Improvements for People with Disabilities	1,100	190	173	(17)
14206	Boulter Crescent Community Flat	5,470	7,270	1,557	(5,713)
20001	Allotments	22,790	21,710	21,042	(668)
20002	Sports Grounds	200,870	179,720	172,601	(7,119)
20003	Parks and Open Spaces	124,230	118,500	113,402	(5,098)
20004	Wigston Fields (The Poplars)	4,320	3,880	4,915	1,035
20005	Peace Memorial Park Pavilion	13,150	12,550	13,735	1,185
20006	Golf Course	17,090	0	0	0
20007	Swimming Pools	97,710	258,870	263,101	4,231
20008	Leisure Centre	13,800	18,960	22,613	3,653
20009	Water Charges Day centre	(3,260)	(4,490)	(1,108)	3,382
20101	Closed Churchyards	6,990	2,660	2,532	(128)
20102	Cemeteries	48,900	62,110	61,436	(674)
20201	Brocks Hill Country Park	247,100	277,910	249,218	(28,692)
20202	Biodiversity	15,920	15,820	14,935	(885)
20301	Land Drainage	4,300	100	76	(24)
20401	Public Conveniences	43,930	40,100	44,680	4,580
20501	Car Parks	104,170	117,350	124,690	7,340
20601	Borough Engineering	91,870	70,570	50,315	(20,255)
20701	Street Cleansing	515,850	514,210	500,299	(13,911)
20801	Refuse Collection	522,130	529,420	497,373	(32,047)
20802	Recycling Collection	845,010	772,310	739,692	(32,618)
20803	Recycling Disposal	(380,190)	(354,870)	(234,553)	120,317
20804	Waste Minimisation	23,280	23,290	13,062	(10,228)
	Revenue Grants Appropriated to Reserves	0	0	(67,651)	(67,651)

Service Delivery Committee (General Fund) Provisional Outturn Summary 2014/15

Cost Centre	Service Head	Original Budget 2014/15 £	Revised Budget 2014/15 £	Actual 2014/15 £	Variance Revised vs. Actual (Under) / Over £
	Total	3,237,910	3,336,250	3,188,253	(147,997)

Holding Accounts

19901	Environmental health	60,240	58,310	52,886	(5,424)
29901	Mechanics Workshop	94,060	117,680	102,706	(14,974)
29902	Oadby Depot	81,170	75,010	80,684	5,674
29903	Grounds Maintenance Holding Account	396,280	369,060	360,563	(8,497)
29905	EDOS	359,650	258,690	270,494	11,804
70000	Fleet Management	23,440	18,390	14,442	(3,948)

Holding account net expenditure is recharged to the main cost centres shown overleaf

				Depn	Refcus	impairment	Total	leave accrual
14001 Environmental Health Admin/Enforcement	289,890	242,490	229,947				229,947	(1,069)
14002 Health Education Training	0	0	0				0	
14003 Energy Conservation Act 95	0	0	0				0	
14004 Environmental Protection	4,980	5,910	4,391				4,391	
14005 Infectious Diseases	450	430	394				394	
14006 Pest Control Service	2,870	13,710	10,913				10,913	
14007 Dog Control Service	10,930	12,130	12,564				12,564	
14008 Private Housing	(2,280)	560	256,005		257,745		(1,740)	
14101 Community Development	159,430	164,240	130,229		4,562		125,667	(393)
14102 Health Promotion	5,260	5,180	1,732				1,732	
14103 Grants	66,120	82,770	80,718				80,718	
14104 Leisure Development	51,160	61,380	62,326				62,326	(33)
14106 Multicultural	1,700	1,860	4,908				4,908	
14201 Homelessness	46,530	45,450	54,297				54,297	
14203 Bassett Centre	14,340	12,000	44,000		50,000		(6,000)	
14204 Improvements For Persons With Disabilities	1,100	190	173				173	
14205 Strategic Housing Services	0	0	0				0	
14206 Boulter Crescent Community Flat	5,470	7,270	1,557				1,557	
14207 Boulter Crescent Big Lottery Grant	0	0	5,845				5,845	
20001 Allotments	22,790	21,710	21,837	795			21,042	
20002 Sports Grounds	200,870	179,720	287,451	144,641			142,810	37
20003 Parks & Open Spaces	124,230	118,500	113,402				113,402	
20004 Freer Centre	4,320	3,880	29,575	24,660			4,915	
20005 Sheila Mitchell Pavilion	13,150	12,550	35,776	22,040			13,735	
20006 Golf Course	17,090	0	32				32	
20007 Swimming Pools	97,710	258,870	329,026	65,925			263,101	
20008 Leisure Centre	13,800	18,960	165,669	143,056			22,613	
20009 Walter Charles Centre	(3,260)	(4,490)	4,650	5,758			(1,108)	
20101 Closed Churchyards	6,990	2,660	2,930	399			2,532	
20102 Cemeteries	48,900	62,110	73,366	11,929			61,436	646
20201 Brocks Hill Country Park	247,100	277,910	415,254	129,524		55,105	230,626	(15)
20202 Biodiversity	15,920	15,820	14,935				14,935	
20204 Brocks Hill Café	0	0	18,592				18,592	
20301 Land Drainage	4,300	100	76				76	
20401 Public Conveniences	43,930	40,100	54,547	9,867			44,680	
20501 Car Parks	104,170	117,350	166,083	41,393			124,690	
20601 Borough Engineering	91,870	70,570	72,251	21,936			50,315	
20701 Public Cleansing	515,850	514,210	500,299				500,299	812
20801 Refuse Collection	522,130	529,420	524,812	17,439			507,373	(412)
20802 Recycling Collection	845,010	772,310	792,294	42,602			749,692	288
20803 Recycling Disposal	(380,190)	(354,870)	(200,744)	24,050			(224,794)	624
20804 Waste Minimisation	23,280	23,290	13,062				13,062	(100)
20901 Conservation	0	0	0				0	
44001 WCSS	0	0	(31,343)				(31,343)	
63001 Homelessness	0	0	(947)				(947)	
63006 Mortgage Rescue	0	0	30				30	
63007 LSA Grant	0	0	(125)				(125)	
63012 Youth Activities Early Help Grant	0	0	(3,097)				(3,097)	
63019 P.A.D.O. Funding	0	0	13				13	
63023 Sportivate	0	0	285				285	
63024 Sports and PA Commissioning	0	0	(15,211)				(15,211)	
63025 Sports & PA Comm - Working Bud	0	0	(5,012)				(5,012)	
65002 Edith Murphy Trust	0	0	(14,199)				(14,199)	
67001 NHS Community Grant Scheme	0	0	(3,890)				(3,890)	
67002 PCC Youth Diversion Grant	0	0	0				0	
				706,013	312,307	55,105	3,188,253	385
							3188253.4	
							(0)	

Service Delivery Committee (General Fund) Provisional Revenue Outturn Position 2014/15

Cost Centre Code	Service Head	Expense Head	Original Budget 2014/15 £	Revised Budget 2014/15 £	Actual 2014/15 £	Variance Revised vs. Actual (Under) / Over £	Comments
14001	Environmental Health Administration/Enforcement	Salaries	223,570	176,150	109,907	(66,243)	Vacancies in the departments establishment
14001	Environmental Health Administration/Enforcement	Hired Staff	0	0	58,927	58,927	Hired staff to cover vacancies
14101	Community Development	Salaries	101,000	104,200	69,757	(34,443)	Vacancies in the departments establishment
14101	Community Development	Hired Staff	0	0	10,124	10,124	Hired staff to cover vacancies
14201	Homelessness	Electricity	2,030	470	15,522	15,052	Estimated billing from previous years
14203	Day Centres	External Contractor	12,000	12,000	(6,000)	(18,000)	No charges to be received for running centre
20102	Cemeteries	Muslim Burials	10,400	10,400	23,733	13,333	Service subject to high demand.
20102	Cemeteries	Burial Rights	(38,000)	(38,000)	(48,227)	(10,227)	High Demand for service
20801	Refuse Collection	Transport Recharge	123,270	127,010	100,592	(26,418)	Change in plans for replacing vehicles
20802	Recycling Collection	Refuse Sacks	95,840	95,840	75,927	(19,913)	Savings made due to Garden Waste Scheme
20803	Recycling Disposal	Hired Staff	159,060	159,060	182,692	23,632	Reflects the staffing requirement of picking line
20803	Recycling Disposal	Recycling Income	(289,580)	(289,580)	(255,997)	33,583	Change in Recycling agreement
20803	Recycling Disposal	Paper Sales	(175,570)	(129,570)	(117,271)	12,299	Market forces and change in prices
20803	Recycling Disposal	Card Sales	(50,570)	(56,570)	(42,849)	13,721	Market forces and change in prices
20803	Recycling Disposal	Glass Sales	(29,860)	(38,860)	(25,698)	13,162	Market forces and change in prices
20803	Recycling Disposal	Plastic Sales	(45,150)	(64,150)	(52,649)	11,501	Market forces and change in prices
20803	Recycling Disposal	Steel Sales	(28,230)	(28,230)	(12,360)	15,870	Market forces and change in prices

Holding Accounts - Completely Recharged into the Services Above

29903	Grounds Maintenance Holding	Hired staff	12,980	12,980	0	(12,980)	Hired Staff not required
29905	EDOS	Hired staff	0	0	14,300	14,300	To fill vacancies in structure

Housing Revenue Account Provisional Outturn Report 2014/15

Service Head	Original Budget 201415	Revised Budget 201415	Actual 201415	Variance	Explanation
	£	£	£	£	£
Housing Revenue Account	(3,838,600)	(3,829,230)	(4,083,952)	(254,722)	Depreciation -£329,000, Provision for Bad Debts - £15,000, Rent, +£76,000, Council Tax on Void Properties +£30,000 Debt Management -£8,000
Estate Management	823,830	954,560	909,609	(44,951)	Salaries -£57,000, Hired Staff +£40,000, External Contractors Fees -£6,000, Tenant Involvement - £10,000 External Fees -£6,500 Computer Software -£6,000
Older Persons Services and Community Care :					
Churchill Close	38,940	43,580	(7,207)	(50,787)	Emergency Warden -£22,000, Support Grant - £25,000, PCN Rental -£2,000
Marriott House	46,100	43,310	19,134	(24,176)	Support Grant -£16,000 Water -£4,000 Electricity - £1,300 Gas -£1,300
William Peardon Court (Kings Drive)	47,000	45,720	26,343	(19,377)	Salaries +£2,000, Support Grant -£20,000, Support
Communal Services	142,640	135,060	153,719	18,659	Emergency Warden -£7,000, Grounds Maintenance +£6,000, Central Control System +£24,000 Speech Call System -£2,000 Alarms - £2,000
Housing Support Officer	26,400	26,570	5,504	(21,066)	Support Grant -£21,000
Caretakers Services :					
Elizabeth Court	28,050	27,950	26,659	(1,291)	
Bennett Way	16,810	16,680	17,420	740	
Boulter Crescent	26,380	18,030	23,064	5,034	Cleaning +£2,500 Electricity +£3,000
Burgess St, Maromme Sq, Junction Rd	16,680	15,930	15,942	12	
TOTAL SUPERVISION & MANAGEMENT	(2,625,770)	(2,501,840)	(2,893,765)	(391,925)	
REPAIRS AND MAINTENANCE	1,291,580	1,297,120	1,020,648	(276,472)	Void Repairs -£123,000 Planned Maintenance - £189,000 Service Repair Contract +£27,000
NET COSTS OF SERVICES	(1,334,190)	(1,204,720)	(1,873,117)	(668,397)	
Capital Charges	524,190	524,190	516,115	(8,075)	Interest on Balances -£8,000
NET OPERATING EXPENDITURE	(810,000)	(680,530)	(1,357,002)	(676,472)	
Appropriations	919,000	931,460	530,449	(401,011)	Depreciation Adj +£356,000, Revenue Contribution to Capital -£757,000
DEFICIT / (SURPLUS) FOR THE YEAR	109,000	250,930	(826,553)	(1,077,483)	
HRA DEFICIT/(SURPLUS) BOUGHT FORWARD	(939,914)	(1,897,272)	(1,897,272)	0	
DEFICIT / (SURPLUS) FOR THE YEAR	109,000	250,930	(826,553)	(1,077,483)	
HRA DEFICIT/(SURPLUS) CARRIED FORWARD	(830,914)	(1,646,342)	(2,723,825)	(1,077,483)	

Service Delivery Committee Capital Programme 2014/15 Provisional Outturn

Project Code Reference	Scheme	2014/15 Revised budget £	2014/15 Expenditure £	Variance (under) / over £	Comments
Housing Revenue Account					
50002	Boulter Crescent - Whole Unit Refurbishment	2,782,500	1,819,542	962,958	to be completed in 2015/16
50003	Central Heating	390,351	272,834	117,516	to be completed in 2015/16
50004	Heating, Ventilation and Insulation	39,217	20,740	18,478	to be completed in 2015/16
50006	Front & Rear Doors	75,000	0	75,000	to be completed in 2015/16
50007	Car Hardstandings	49,541	17,178	32,364	to be completed in 2015/16
50010	Fire Safety Work	41,465	0	41,465	to be completed in 2015/16
50016	Decent Homes Work	78,773	22,291	56,482	Decent Homes Programme will continue in the new year
50017	Major Adaptations	122,920	83,369	39,551	Major Adaptations to continue in new year
50018	Orchard Upgrade	31,967	39,743	(7,775)	Upgrade to finish in 2015/16
50023	Arbitas Software Upgrade	0	3,759	(3,759)	to be completed in 2015/16
50024	Heating, Ventilation and Insulation	75,000	10,230	64,770	to be completed in 2015/16
50026	Housing Options Case Management System	5,000	5,000	0	Completed
50027	27 Falmouth Road Subsidence	0	45,084	(45,084)	Emergency works required
50028	Subsidence 3 St Peters Path	0	30,895	(30,895)	Emergency works required
52089	Grant to EMH Homes Re 36-39 Canal Street	160,000	160,000	0	
Total - HRA		3,851,734	2,530,665	1,321,070	
General Fund - Service Delivery					
52002	Disabled Facilities Grant	404,920	241,201	163,719	Expenditure committed for 2015/16
52003	DEC Grant Expenditure	10,920	6,283	4,637	Grant to be carried forward to 2015/16
52010	Disabled Access/Facility Improvements	3,000	1,169	1,831	Work completed for year
52015	Blaby Road Park	14,430	0	14,430	Scheme to be concluded 2015/16
54007	Weekly Collection Support Scheme	1,170,000	178,707	991,293	Purchase of six vehicles to take place early 2015/16
54008	Disposal Shed Doors	8,840	1,370	7,470	to be finished in 2015/16
54009	Notice & Information Boards	2,683	0	2,683	to be completed in 2015/16
54010	Play Area Refurbishments	26,139	26,189	(50)	Completed
54012	Cemeteries - Memorial Safety	15,000	3,128	11,872	to be completed in 2015/16
54013	Car Park Enforcement Improvements	20,000	33,547	(13,547)	New arrangements now in place
54014	Small WEEE & Film Adaptations - Picking Line	37,550	0	37,550	Scheme no longer to be carried out.
54017	Festive Lights	11,930	11,930	(0)	Capitalisation of new purchases for 2015/16 funded from Revenue
54020	Brocks Hill Pathway Resurfacing	2,055	4,295	(2,240)	Completed
54025	Grand Union Canal Footbridge	7,000	0	7,000	Project ongoing
54037	Wigston Cemetery Wall	6,750	0	6,750	to be carried out in 2015/16
54075	Play Area Refurbishment	40,511	41,065	(554)	Scheme Complete
54086	Fludes Lane Making Bridges Safe	4,200	4,200	0	Scheme Complete
54102	Lucas Marsh Pond Silt Clearing	9,712	9,592	120	Scheme Complete
54103	Digital Scanning Equipment	10,500	7,692	2,808	to be completed in 2015/16
54105	Bassett Centre Hand-Back Refurbishment	50,000	50,000	0	completed
54107	Purchase of Old New Holland	8,750	8,750	0	Funded from Plant and machinery Reserve
54109	Torro Gang Mower rep 70026	23,500	23,465	35	Funded from Plant and machinery Reserve
54111	Garden Waste Green Bins	130,000	247,966	(117,966)	Scheme approved at PFD Oct 2014 resident participation far greater than originally anticipated
54113	Brocks Hill Open Space Area	0	32,241	(32,241)	Funded from Section 106 monies
54543	Brocks Hill Building Redevelopment	68,045	45,659	22,386	Redevelopment to continue in 2015/16
54544	Brocks Hill Sewer Line	12,500	10,425	2,075	to be completed in 2015/16
54545	Upgrading of Allotment Roads	20,000	18,582	1,418	to be completed in 2015/16
54546	New Floor at Ellis Park Pavilion	12,500	11,073	1,427	to be completed in 2015/16
54547	Extensions to Gardens of Remembrance	15,000	11,015	3,985	to be completed in 2015/16
54549	Leisure Facility Redevelopment	3,700,000	2,869,421	830,579	Payments running behind original schedule
Total -Service Delivery General Fund		5,846,434	3,898,965	1,947,470	
TOTAL SERVICE DELIVERY		9,698,169	6,429,629	3,268,539	

Revenue Budgets Carried Forward 2014/15 to 2015/16

Budget Code	Expenditure Narrative	Budget £	Spend £	Requested Carry Forward £	Reason for Carry Forward
142032900	Grants Core Funding	80,500	78,600	1,900	Grant unclaimed in 2014/15
141025325	Health Promotion - GP Referral	3,000	0	3,000	Spend for 14/15 covered by external funding
	Total General Fund			4,900	
	Grants Received.				
65002 0000	Edith Murphy Trust Fund	23,145	8,945	14,199	Grant carry forward
	Total Grants			14,199	
	Housing Revenue Account				
120035157	Estates management - Tenant Involvement	10,000	380	9,620	Budget not spent as TPAS membership was cancelled. Staff have now been recruited to carry out work
120035158	Estates management - Under Occupation scheme	5,000	1,000	4,000	Welfare reforms will push demand up in 2015/16
139012500	Housing Management - Printing and Stationery	4,900	1,470	3,430	new policies just approved - new leaflets will be needed in 15/16
	Total HRA			17,050	

Capital Budgets Carried Forward 2014/15 to 2015/16

Budget Code	Expenditure Narrative	Budget £	Spend £	Requested Carry Forward £	Reason for Carry Forward
	Housing Revenue Account				
50002	Boulter Cresecent - Whole Unit Refurbishment	2,782,500	1,819,542	962,958	These budgets are linked to the Boulter Crescent refurbishment and are required to be carried forward for completion in 2015/16
50003	Central Heating	390,351	272,834	117,516	
50004	Heating, Ventilation and Insulation	39,217	20,740	18,478	
50006	Front & Rear Doors	75,000	0	75,000	
50007	Car Hardstandings	49,541	17,178	32,364	Programme to be continued in 2015/16
50010	Fire Safety Work	41,465	0	41,465	Fire safety work to continue into 2015/16
50016	Decent Homes Work	78,773	22,291	56,482	Decent homes is an ongoing requirement and will continue into 2015/16
50017	Major Adaptations	122,920	83,369	39,551	It is important to be able to meet the demand for adaptations when required
50024	Heating, Ventilation and Insulation	75,000	10,230	64,770	Programme to be continued in 2015/16
	Total Housing Capital Programme			1,408,583	
	General Fund				
52002	Disabled Facilities Grant	404,920	241,201	163,719	All grant is committed with work scheduled for 2015/16
52003	DEC Grant Expenditure	10,920	6,283	4,637	Capital Grant to be carried forward to 2015/16
52010	Disabled Access/Facility Improvements	3,000	1,169	1,831	Scheme to continue in 2015/16
52015	Blaby Road Park	14,430	0	14,430	Scheme to continue in 2015/16
54007	Weekly Collection Support Scheme	1,170,000	178,707	991,293	Vehicles on order to arrive June 2015
54008	Disposal Shed Doors	8,840	1,370	7,470	Work to be carried out in 2015/16
54009	Notice & Information Boards	2,683	0	2,683	Notice boards to be updated in 2015/16
54012	Cemetaries - Memorial Safety	15,000	3,128	11,872	Work to be carried out in 2015/16
54025	Grand Union Canal Footbridge	7,000	0	7,000	Ongoing project
54037	Wigston Cemetary Wall	6,750	0	6,750	Work to be carried out in 2015/16
54543	Brocks Hill Building Redevelopment	68,045	45,659	22,386	Scheme to continue in 2015/16
54549	Leisure Facility Redevelopment	3,700,000	2,869,421	830,579	All budget is committed with the scheme due to complete in 2015/16
	Total General Fund			2,064,649	



Service Delivery Committee	7 July 2015	Information
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Title: **Committee Budget Review – April to May 2015**

Author: **John Dickson - Chief Financial Officer (Section 151 Officer)**

1 Introduction

This report provides Members with details of the budgetary position for the committee at 31 May 2015 for both capital and revenue. Both the General Fund and the Housing Revenue Account are covered.

2 Recommendations

That Members note the current positions.

3 Information

Currently, there is no predicted change to the committee’s General Fund budget for 2015/16 of £3,583,440.

The Housing Revenue Account and the capital programmes also show no variation to the budgets approved in February. The spend to date for the capital programmes of both the General Fund and Housing Revenue Account is shown in Appendix 1 attached to this report.

No requested carry forward budgets from 2014/15 are included in these figures as these still require approval by the Policy, Finance and Development Committee on 21 July 2015.

Members are asked to note that this report is very early in the financial year. Therefore, only the first two months are available for proper consideration.

Email: **Chris.Raymakers@oadby-wigston.gov.uk** Tel: **0116 257 2750**

Background Papers: Report to Council on 25 February 2015 – Budget Proposals 2015/16

Implications	
Financial (PL)	Incorporated within the body of the report
Risk	CR1 Decreasing Financial Resources CR9 Economy
Equalities	Not applicable
Legal	No significant implications

Service Delivery Committee Capital Programme 2015/16

Scheme	2015/16 Total Budget	2015/16 Expenditure	Variance (under) / over	Comments	
	£	£	£		
Housing Revenue Account					
Boulter Crescent - Whole Unit Refurbishment	3,125,903	248,668	(2,877,235)		
Central Heating	100,000	8,738	(91,263)	Final Year of the Whole Unit Refurbishment Scheme for Boulter Crescent.	
Kitchens and Bathrooms	0	39,151	39,151		
Front & Rear Doors	20,000	0	(20,000)		
Car Hardstandings	15,000	0	(15,000)		Full spend expected
Fire Safety Work	20,000	0	(20,000)		Full spend expected
Decent Homes Work	21,137	0	(21,137)		Full spend expected
Major Adaptations	120,000	0	(120,000)		Full spend expected
Subsidence Repairs at Falmouth Drive and St Peters Path		56,783	56,783		Scheme continued from 2015/16
Orchard Upgrade	10,000	3,564	(6,436)		Full spend expected
Asset Management Software	38,000	0	(38,000)		Full spend expected
Customer Profiling Software	5,000	0	(5,000)		Full spend expected
Arbitas Software Upgrade	25,000	0	(25,000)		Full spend expected
Scheme Based CCTV	30,000	0	(30,000)		Full spend expected
Development of New Housing Initiatives.	300,000	0	(300,000)		Full spend expected
Total - HRA	3,830,040	356,903	(3,473,137)		
General Fund - Service Delivery					
Disabled Facilities Grant	332,000	41,416	(290,584)	Dependent on demand	
Disabled Access/Facility Improvements	12,369	0	(12,369)	Dependent on demand	
Blaby Road Park	100,000	0	(100,000)	Project will complete this year	
Play Area Refurbishments	31,441	0	(31,441)	Full spend expected	
Cemeteries - Memorial Safety	10,000	0	(10,000)	Full spend expected	
Car Park Enforcement Improvements	12,000	0	(12,000)	Full spend expected	
External Bay Roofs - Oadby Depot	5,000	0	(5,000)	Project will complete this year	
Additional Bay Areas - Oadby Depot	18,270	0	(18,270)	Project will complete this year	
Disposal Shed Doors	0	5,600	5,600	Scheme continued from 2015/16	
Grand Union Canal Footbridge	48,000	0	(48,000)	Full spend expected	
Brocks Hill Building Redevelopment	55,000	32,164	(22,836)	Full spend expected	
Reconnecting with Nature	30,000	0	(30,000)	Full spend expected	
Leisure Facility Redevelopment	6,300,000	455,718	(5,844,282)	Project to be completed by end of 2015	
Building Control Public Access Module	10,000	0	(10,000)	Full spend expected	
Car Park Resurfacing	80,000	4,980	(75,020)	Full spend expected	
Brock's Hill Visitor Centre Earth Bank	8,000	6,512	(1,488)	Full spend expected	
Clifton Bridge	6,200	0	(6,200)	Full spend expected	
Refurbishment of Bus Shelters	26,000	0	(26,000)	Full spend expected	
Festive Lights	6,500	0	(6,500)	Full spend expected	
Provision of New Column Lifts for the Vehicle Workshop	25,000	0	(25,000)	Full spend expected	
6 Refuse Vehicles	0	929,429	929,429	Funded from WCSS Grant from 2014/15	
Torro Triple Mower	0	24,350	24,350	Funded from Equipment Replacement Reserve	
New Holland Tractor	0	36,150	36,150	Funded from Equipment Replacement Reserve	
Green Bin Provision in Borough	0	15,620	15,620	Continuation of the demand for the Garden Waste Collection Scheme	
Total -Service Delivery General Fund	7,115,780	1,551,939	(5,563,841)		
TOTAL SERVICE DELIVERY	10,945,820	1,908,842	(9,036,978)		