
TITLE: Community and Leisure Service Plan 2014-15

Committee: Commercial Services Committee

Date: 17th September 2014

Author: Principal Community and Leisure Services Officer

[P73]

1.0 ISSUE

- 1.1 To provide Members with a 2014-15 service plan for Community and Leisure services which sets out the objectives for improvement; plans for delivery; and the performance measures that will assess the impact of delivery on the community.

2.0 RECOMMENDATION

- 2.1 Members are recommended to approve the Community and Leisure Service Plan for 2014-15.

3.0 BACKGROUND

- 3.1 A new service planning template has been developed for 2014-5 which will be the single most important document to define the purpose and ambitions of the Council and establish accountability of elected Members and Officers to the local community.

- 3.2 Five strategic outcomes have been identified for the organization as a whole which include:-

3.2.1 **Community** - Safe, vibrant and inclusive communities.
Community sustainability

3.2.2 **Finance** - Maintain sound finances. Improve systems and practices

3.2.3 **Environment** - A clean, green and attractive place

3.2.4 **Customers** - Customers are at the heart of everything we do

3.2.5 **People** - Be an excellent employer

- 3.3 The new planning arrangements require each service area to set out a strategy map; key performance indicators and targets; and a detailed statement about how the service will be delivered.

- 3.4 The Community and Leisure services team delivers some of the Council's highest profile most public facing services, which are principally focussed on building resilience within local communities and ensuring the needs of all our residents are heard. The team also leads the Council's corporate priority of

delivering a new district leisure facility. As part of delivering this remit, the following strategic priorities have been identified within the organisations strategic outcome areas:-

- 3.3.1 **Community** - Work with partners to ensure that people feel safe in their neighbourhood
- 3.3.2 **Community** - Support community resilience and wellbeing by improving the sustainability of leisure and community facilities
- 3.3.3 **Finance** - Provide Councillors with a business plan for the new District Leisure Centre
- 3.3.4 **Environment** - Ensure Ely Country Park and riverside are developed to meet the needs of the local community and empower local communities to improve opportunities for play
- 3.3.5 **Customer** - Ensure that customers are effectively consulted about the Council's services; can easily feedback their issues and receive a response back to the issues raised
- 3.3.6 **People** - Ensure that staff have all the necessary skills to maximise their input into the Council's commercialisation agenda

3.5 The service plan has detailed delivery plans setting out everything the team will do in 2014-15 to deliver against these strategic priorities, and the performance targets by which it will measure and report progress and impact throughout the year.

3.6 The service plan has been written with our service delivery champion, Councillor Josh Schumann, who fully endorses our objectives for 2014-15.

4.0 ARGUMENTS/OPTIONS

4.1 The new service planning approach aims to improve the Council's approach to delivering outcomes and key priorities.

4.2 The Community and Leisure service plan provides a public facing document setting out clear ambitions for the service, and establishing greater accountability of elected Members and Officers to the local community.

5.0 CONCLUSIONS

5.1 Members are asked to agree the priorities and performance measures within the service plan for 2014-15.

6.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

6.1 The cost to run the Community and Leisure Service is £826,646.

6.2 In 2012 by re-tendering the Paradise Pool contract, the service achieved a saving of £43,300 p/a to the Council. In 2013, we concluded delivery of neighbourhood panels following a service review, and replaced with an online

service ShapeYourPlace, achieving an annual saving of £10,000. In January 2014 we developed a business case and transferred ownership of the CCTV cameras in the District to the Parish Council, achieving an annual saving of £36,415 to the Council.

- 6.3 An Equality Impact Assessment (Appendix 2) has been undertaken on the service plan and identified no barriers to be addressed.

7.0 APPENDICES

Appendix 1 – Community and Leisure Service Plan 2014-15

Appendix 2 – Equality Impact Assessment Form

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
None	Room FF103 The Grange Ely	Allison Conder Principal Leisure and Community Services Officer (01353) 616374 E-mail: allison.conder@eastcambs.gov.uk

Community and Leisure Services Delivery Plan 1st April 2014-31st March 2015

Overview of Community and Leisure Services

The Community and Leisure Services team comprises 1 Principal Officer, 1 Partnerships Officer (P/T 30 hours), 1 Sport and Health Officer, 1 Community and Safety Officer (P/T 30 hours) and 1 Project Officer. The remit of the team is to deliver some of the Council's highest profile most public facing services that focus principally on building resilience within local communities and ensuring the needs of all our residents are heard.

The service area is also responsible for fulfilling key legal obligations for the Council around the Crime and Policing Act, The Localism Act and the Children's Act.

In addition to the above, the team is responsible for delivering Council's corporate priority to develop a new District wide indoor leisure facility in Ely; for managing the contract for the operator at Paradise Pool and the Council's relationship with the other 8 independently managed leisure facilities; for leading the Council's work on preventative health activities; for reducing the fear of crime in communities; for developing Ely Country Park; for ensuring that communities can access section 106 funding and have evidence to prioritise how to spend this funding on community facilities.

We are regulated by Government and have to have regard of numerous Government Acts as well as the Council's Sustainable Communities Strategy 2011 – 2031 and the Council's corporate aims of:

- Maintaining sound finances by investing wisely, maximising income and providing effective and efficient services, and,
- When delivering our services our customers are at the heart of everything we do

The cost to run the service totals

• Community projects and grants	£250,439
• Paradise Pool	£257,764
• Sport and recreation	£208,998
• Community Safety	<u>£109,445</u>
Total	£826,646

This amount includes staffing costs and all over head costs.

In July 2012 we re-tendered the Paradise Pool contract and achieved a saving of £43,300 p/a, and in January 2014 we transferred ownership of the CCTV camera's in the District to the Parish Council, as part of a business case which will achieve an annual saving of £36,415 to the Council. In 2013, we concluded a service review of neighbourhood panels which agreed to their cessation in January 2014 and replacement with ShapeYourPlace, an online community

engagement tool. ShapeYourPlace is managed by the County Council and has been rolled out in East Cambs at no cost to the District. The panels cost the Council £12,000 p/a, and reconfiguration of community engagement will achieve a saving of £10,000 p/a to the Council.

In 2014-15 we have been re-structured and now sit within Commercial Services. Within this new department and Committee structure, we will be looking at opportunities for ensuring that every pound of the revenue funding provided by the Council towards Community and Leisure services provides maximum leverage for other funding sources, or for clients repaying costs for the services they receive. An example could be further explored would be charging for use of the moorings owned and managed by the Council at Ely riverside which could generate income of approx £30,000 per annum for the Council (assuming 30 boats mooring for 48 hours for a £5 charge).

Forward Planning for Councillors

Proposed date of decision	Item	Service Area	Service Delivery Champion	Committee
November 2014	Business case and preferred option for the new Ely Leisure centre	Leisure	Cllr Josh Schumann	Commercial Services Committee
January 2015	District wide Leisure Needs Assessment and Action Plan	Leisure	Cllr Josh Schumann	Commercial Services Committee
January 2015	Service Review Phase 2 report Sport Development Preventative Health Services	Leisure	Cllr Josh Schumann	Commercial Services Committee

Strategy map

Measuring Performance:-

Leisure Facility Performance Measure	Target	Actual
Member decision on preferred option for the new Ely Leisure Centre at November 2014 Commercial Services Committee	12th Nov 2014	
Undertake District wide needs assessment of all indoor leisure assets to determine future priorities	25 th Dec 2014	
100% of Contracted performance measures achieved by the contractor at Paradise Pool	100%	

Safer Communities Performance Measure	Target	Actual
Deliver 3 parish Action days by 31 st March 2015	3	
Delivery the Community Safety Partnership (CSP) Board meeting twice annually	2	
100% deployment of the ECINS Anti Social Behaviour Case Management tool by designated Council service teams	100%	
To ensure that written policies and procedures are in place within the Council to deploy the new Anti Social Behaviours powers by the statutory deadline of October 2014	Complete 20 th October 2014	

Community Resilience and Wellbeing Performance Measure	Target	Actual
100% of Community Right to Challenge 'Expressions of Interest' dealt with according to the Councils CRtC protocol	100%	
100% of Assets of Community Value dealt with according to the Councils CRtC protocol	100%	
100% of Section 106 grant applications determined with 3 weeks	100%	
50% participation target (20 people per session) across the Active Ely pilot programme by 29 th August 2014	50%	
Health and Wellbeing Partnership approval for a new Littleport Health Action plan by 7th October 2014	7 th October 2014	
100% of funding paid to leisure facilities through a Service Level Agreement by 31 st March 2015	100%	
For Members to give final approval for the ongoing capital expenditure at the 25 th Sept 2014 meeting	25 th Sept 2014	
For the S106 application and assessment process to be ready for promoting and general use by 1 st October 2014.	1 st October 2014	

Ely Country Park development Performance Measure	Target	Actual
100% of Phase 3 approved improvements to the country park delivered within agreed budget by 31 st March 2015	100%	
100% of parish reports completed and shared by 31 st August 2014	100%	
Secure Member agreement about the District Council's role in managing moorings on Ely riverside and COEC approval to fund various riverside improvement plan priorities by 31 st March 2015	31 st March 2015	

Staff Performance Measure	Target	Actual
100% appraisals completed on time	100%	
Service awareness briefings for Member Champion	2	
Member approval for a Stage 2 Service report reviewing the Councils Sport and Health functions and resources by 13 th January 2015	13 th January 2015	

Customer needs Performance Measure	Target	Actual
100% of SYP enquiries responded to within 10 working days	100%	

Delivering the service

Name	Business Plan for new Ely Leisure Centre
Owner	Allison Conder Principal Community and Leisure Services Officer
Co owners	Sport and Health Development Officer
Purpose	To provide the Council with a business plan and preferred option for delivering the new Ely leisure centre and a District wide needs assessment of indoor leisure provision
Links	District Wide Leisure Needs Assessment 2014 and Ely Leisure Centre
Formula	To enable a decision to be made about the most cost effective delivery option for providing a new leisure Ely leisure centre and how the capital build and ongoing operational costs could be met
Source of Data	District Wide Leisure Needs Assessment and Ely Leisure Centre feasibility study 2014 and the Littleport Needs Assessment Study
Frequency	Quarterly
Target	12 th November 2014 Commercial Services Committee
Rewards/Penalties	Most cost effective delivery model for the Council identified
Who measures?	Principal Officer and Commercial Manager
Who acts on the data?	Principal Officer
What will be done	<ol style="list-style-type: none"> 1. Detailed assessment and analysis work identifying strategic indoor provision requirements now and in future using Sport England Facilities planning model data and population forecasts for East Cambs 2. Consultation with key stakeholders (Clubs, NGB's, existing facilities). 3. A business plan which clearly identifies the capital requirement for building a new leisure centre in Ely and where this funding can be generated from, and the future revenue requirement.
Feedback	<ul style="list-style-type: none"> • Agreed project plan with the Sports Consultancy who are leading this work • Monthly cross-ECDC steering group • A preferred option for the new Ely leisure centre will be taken for consideration and decision to 12th November Commercial Services Committee
Notes	

Name	District wide Needs Assessment of all Indoor Leisure Assets
Owner	Allison Conder Principal
Co owners	Sport and Health Development Officer
Purpose	To provide the Council with a District wide needs assessment of indoor leisure provision to identify priorities for ensuring the right services being provided in the right in a sustainable way
Links	District Wide Leisure Needs Assessment 2014 and Ely Leisure Centre
Formula	To provide an evidence base about the strategic priority of leisure assets and an action plan to improve sustainability
Source of Data	District Wide Leisure Needs Assessment and Ely Leisure Centre feasibility study 2014 and the Littleport Needs Assessment Study
Frequency	Quarterly
Target	24 th December 2014 completion of report
Rewards/Penalties	If the needs assessment priorities are not identified and auctioned there is a possibility that a number of existing leisure centres in the District will have to cease operating and close. The action plan will identify clear priorities for action to understand what facilities are needed and where they need to be, and how they can achieve greater sustainability now and in future to be changing demands of leisure consumers change.
Who measures?	Principal Officer and Commercial Manager
Who acts on the data?	Allison Conder
What will be done	<ol style="list-style-type: none"> 1. Detailed District wide assessment and analysis work of existing leisure provision and latent demands or over-provision identifying strategic indoor provision requirements now and in future using Sport England Facilities planning model data and population forecasts for East Cambs 2. Consultation with key stakeholders (Clubs, NGB's, existing facilities). 3. An Action Plan which clearly identifies work required to address latent demand issues or over-provision and potential improvement in sustaining existing leisure assets.
Feedback	<ul style="list-style-type: none"> • Agreed project plan with the Sports Consultancy who are leading this work • Monthly cross ECDC steering group • A District wide needs assessment and Action plan will be taken for consideration to 12th November 2014 Commercial Services Committee
Notes	

Name	Contract Management of Paradise Pool
Owner	Sport and Health Development Officer
Co owners	Principal Community and Leisure Services Officer
Purpose	Working in partnership with the contracted operator Sports and Leisure Management Ltd to ensure compliance with all contract performance measures and requirements.
Links	This work forms part of the Councils commitment to support leisure centres and sport facilities in the District.
Formula	
Source of Data	<ul style="list-style-type: none"> • ECDC specification and contracted performance measures • Quarterly performance review meetings • Minimum fortnightly random inspection and monitoring
Frequency	Quarterly
Target	100% of Contracted performance measures delivered by the contractor at Paradise Pool achieved
Rewards/Penalties	<p>Rewards:</p> <ul style="list-style-type: none"> • Maintenance of high levels of customer satisfaction • Effective partnership work to develop maintain an aging facility • Increase sport participation and swim school numbers. <p>Penalties:</p> <ul style="list-style-type: none"> • Operational failures at the pool leading to reduced customer satisfaction and an increase in customer complaints • Possible temporary closure of the facility due to poor maintenance and an impact on the viability of the centre for future procurement
Who measures?	Sport and Health Development Officer
Who acts on the data?	Sport and Health Development Officer
What will be done	<ol style="list-style-type: none"> 1. A minimum of fortnightly on-site inspections and monitoring against performance criteria. 2. Working in partnership to increase participation. 3. Undertake regular partnership and review meetings to monitor performance. 4. Work in partnership with SLM to address customer complaints
Feedback	<ul style="list-style-type: none"> • Member Champion and Chair of Commercial Services to attend quarterly performance review meetings • Commercial Service Committee to site visit the pool once a year
Notes	

Name	Assets of Community Value (ACV)
Owner	Julie Cornwell Partnerships Officer
Co owners	Principal Community and Leisure Services Officer
Purpose	To enable local groups to nominate a building or piece of land that is important for the social well-being of the area for inclusion on the local authority's 'List of Assets of Community value' and bid for it if it comes up for sale.
Links	Part 5, Chapter 3, Localism Act 2011.
Formula	
Source of Data	Compliance with timescales and other legal requirements as set out in the LA Act 2011, the Assets of Community Value Regulations and the ECDC ACV Protocol.
Frequency	Annual.
Target	100% of Assets of Community Value nominations dealt with according to the Councils ACV policy
Rewards/Penalties	ECDC is legally required to consider 'Nominations' for Listing and to publish their decision on a list. The Council is also required to instigate a moratorium period should the asset come up for sale. Failure to do this could result in a Judicial Review.
Who measures?	Julie Cornwell, Partnerships Officer
Who acts on the data?	Julie Cornwell, Partnerships Officer
What will be done	<ol style="list-style-type: none"> 1. Ensure that the ACV Protocol is kept up-to-date and responsive to changes in legislation. 2. Ensure that this information is available on the ECDC website and in hardcopy. 3. Ensure the Protocol is followed when a nomination is received.
Feedback	Ward Councillors are informed of every nomination in their area. The ACV database is updated throughout the process of Listing an asset and when an asset is sold.
Notes	

Name	Community Right to Challenge (CRtC)
Owner	Julie Cornwell Partnerships Officer
Co owners	Principal Community and Leisure Services Officer
Purpose	To enable eligible community groups to bid to run all or part of an East Cambs District Council Service.
Links	Part 5, Chapter 2, Localism Act 2011.
Formula	To encourage new ways of providing or transforming public services that are more effective and cost less to run.
Source of Data	Compliance with timescales and other legal requirements as set out in the LA Act 2011, the Community Right to Challenge Regulations and the ECDC CRtC Protocol.
Frequency	Annual
Target	100% of Community Right to Challenge 'Expressions of Interest' dealt with according to the Councils CRtC protocol.
Rewards/Penalties	ECDC is legally required to consider 'Expressions of Interest' to run all or part of a District Council service. Failure to do this could result in a Judicial Review.
Who measures?	Julie Cornwell, Partnerships Officer
Who acts on the data?	Julie Cornwell, Partnerships Officer
What will be done	<ol style="list-style-type: none"> 1. Ensure that the CRtC Protocol is kept up-to-date and responsive to changes in legislation. 2. Ensure that this information is available on the ECDC website and in hardcopy. 3. Ensure the Protocol is followed if an Eol is received.
Feedback	If an Eol is accepted, the relevant service Committee will be informed as will Corporate Governance & Finance Committee and a procurement exercise will be carried out. The results of this will also be fed back to Committee.
Notes	

Name	The establishment of a Capital Fund Grant
Owner	Julie Cornwell Partnerships Officer
Co owners	Principal Community and Leisure Services Officer
Purpose	To set up a capital grant fund with the aim of focusing on developing and improving village halls, community centres, sport and leisure centres, play facilities and public open spaces.
Links	To replace ECDCs 'S106 small villages grant fund', which is projected to run out by April 2015.
Formula	Paper already has the support of Community & Environment Committee. The proposal now needs the approval of Corporate Governance & Finance Committee.
Source of Data	Agresso, S106 database, S106 and Small Villages excel spreadsheet.
Frequency	6 monthly.
Target	For Members to give final approval for the ongoing capital expenditure at the 25 th Sept 2014 meeting.
Rewards/Penalties	<p>The Community Services Team recently assessed the need for additional and/or improved play facilities. The results of this 'Play Audit' demonstrate that there are significant deficits in play provision in many parishes and an on-going funding requirement to ensure that young people are encouraged to lead an active lifestyle.</p> <p>In 2013-14 Cambridgeshire ACRE was commissioned by ECDC to produce an assessment of community facilities across East Cambridgeshire. The results of this work show that at least 59% village halls will require significant funding over the coming years, which can be grouped into three themes: accessibility (e.g. hard surfacing gravel car parks to allow for wheel chair access); sustainability (e.g. the installation of green energy sources to reduce energy bills); and large capital replacement projects (e.g. the roof/ the floor).</p> <p>Both 'play provision' and 'community facility' improvements could eventually be met in part by CIL receipts for those parishes where there is significant development. However, for those parishes without such growth there is likely to be a large funding shortfall. It is likely that external grant funds such as Amey Cespa and the Lottery will still be available; however, many such grants require an element of match funding.</p>
Who measures?	Julie Cornwell, Partnerships Officer
Who acts on the data?	Julie Cornwell, Partnerships Officer
What will be done	1. Paper will be taken to Corporate Governance & Finance Committee.

	<ul style="list-style-type: none"> 2. Subject to approval, the grant scheme application form and assessment criteria will be finalised. 3. The grant scheme will be publicised to eligible parish councils and community groups.
Feedback	
Notes	

Name	Revised Section 106 (S106) grant application and assessment process
Owner	Julie Cornwell Partnerships Officer
Co owners	Principal Community and Leisure Services Officer
Purpose	To improve the efficiency and clarity of the S106 grant process.
Links	At Community & Environment Committee on 4 th March 2014, Councillors expressed a desire to reduce the bureaucracy surrounding the process for allocating S106 grants. They requested that officers be given the ability to approve all grant applications and report back to Committee accordingly. On 8 th July the Commercial Services Committee approved the proposals to enable this to happen.
Formula	<p>Removing the £5,000 limit on officer delegation will speed up the process of awarding grants and reduce bureaucracy.</p> <p>Re-focusing the application form and assessment criteria, will ensure that the S106 application process is robust and resources allocated fairly and appropriately.</p> <p>Reports taken to future Committee meetings will provide insight for Members on where S106 funding is being spent within communities.</p>
Source of Data	S106 tracking spreadsheet and database
Frequency	6 monthly
Target	For the S106 application and assessment process to be ready for promoting and general use by 1 st October 2014.
Rewards/Penalties	The previous limit for officer delegation of £5,000 could result in a delay in confirming approval for applications over £5,000 and knock-on delays in project delivery timelines. There are occasions when action has had to be taken on grounds of urgency to resolve this.
Who measures?	Julie Cornwell, Partnerships Officer
Who acts on the data?	Julie Cornwell, Partnerships Officer
What will be done	<ol style="list-style-type: none"> 1. Create new application form in protection word format and a PDF version. 2. Finalise internal assessment documentation and process. 3. Promote the new application form and process to all Parish Councils and via VCAEC. 4. Work with the ECDC web team to create a new CRM on line form for launch when the new CRM system goes live.
Feedback	There will be 6 monthly reports to Commercial Services Committee. In addition, there will be an e-mail sent to the Ward Councillor for the area in which the project is located and a paragraph placed in the Highlights of the Week when a project successfully secures some funding.
Notes	

Name	Assessment and administration of Section 106 (S106) grant applications.
Owner	Julie Cornwell Partnerships Officer
Co owners	Principal Community and Leisure Services Officer
Purpose	To improve the efficiency of the S106 grant process.
Links	At Community & Environment Committee on 4 th March 2014, Councillors expressed a desire to reduce the bureaucracy surrounding the process for allocating S106 grants. They requested that officers be given the ability to approve all grant applications and report back to Committee accordingly. On 8 th July the Commercial Services Committee approved the proposals to enable this to happen.
Formula	Making a commitment to deal with S106 applications promptly will assist applicants to meet their own project timescales and ensure the S106 money is spent promptly.
Source of Data	S106 tracking spreadsheet and database
Frequency	6 Monthly
Target	Decision made on 100% of S106 grant applications within three weeks of receipt all of necessary information.
Rewards/Penalties	Failure to deal with applications promptly has an adverse impact on communities and cause reputational damage to the District Council.
Who measures?	Julie Cornwell, Partnerships Officer
Who acts on the data?	Julie Cornwell, Partnerships Officer
What will be done	<ol style="list-style-type: none"> 1. The assessment form will include a section on the date that the application was received and the date that any outstanding information was received. 2. A target date for notifying the applicant of the decision will also be on the form to enable timely decision making. 3. 6 monthly report to Commercial Services Committee
Feedback	
Notes	

Name	Pilot an open spaces physical activity (Active Ely) programme in Ely Country Park.
Owner	Sport and Health Development Officer
Co owners	Principal Community and Leisure Services Officer
Purpose	In line with the implementation of new fitness equipment at the Country Park, this pilot programme will engage target groups to use the new equipment and benefit from personal training. If the delivery model is successful then this can be replicated within other Parish Council areas.
Links	<ul style="list-style-type: none"> • Sport and Physical Activity Strategy 2012 – 17 • Year 2 Action Plan • East Cambridgeshire Health and Wellbeing Partnership
Formula	Part of the Council's and Health and Wellbeing Partnership preventive health programme.
Source of Data	Instructor collated attendance figures
Frequency	Annual
Target	50% participation rate across the programme (100% target is 20 people per session).
Rewards/Penalties	<p>Rewards:</p> <ul style="list-style-type: none"> • Increased participation rates to create more active and healthy communities. • Teach exercises to participants which can then be undertaken independently following the programme. • Provide a clear and tested delivery model which can then be replicated in other Parish Council areas. <p>Penalties:</p> <ul style="list-style-type: none"> • Negative publicity if the programme is not successful. • Failure to develop a delivery model which cannot be replicated in other areas. • Failure to attract and retain participants to the programme.
Who measures?	Alistair Mckie, Sport and Health Development Officer
Who acts on the data?	Alistair Mckie, Sport and Health Development Officer
What will be done	<ol style="list-style-type: none"> 1. Research, develop and project manage the development of the programme. 2. Commission and roll out a physical activity programme including marketing. 3. Monitor and measure impact of the programme. 4. Evaluate the impact and plan to develop within other Parish Council areas.
Feedback	Feedback forms will be collected from participants throughout the programme and evaluated.
Notes	

Name	Littleport Health Action Plan
Owner	Sport and Health Development Officer
Co owners	Principal Community and Leisure Services Officer
Purpose	The Littleport Health Action Plan is a collection of partners which co-ordinate services within Littleport due its high levels of deprivation. Following the evaluation of the 2013 – 2014 Action Plan it was identified a new approach was required to ensure services provided are focused and hold realistic health outcomes.
Links	<ul style="list-style-type: none"> • Sport and Physical Activity Strategy 2012 – 17 • Year 2 Action Plan • East Cambridgeshire Health and Wellbeing Partnership
Formula	Within East Cambridgeshire the Wards of Littleport East and West have some of the poorest health outcomes compared to the rest of the District and Cambridgeshire.
Source of Data	<ul style="list-style-type: none"> • Health and Wellbeing Partnership • Public Health Data • Sport and Physical Activity Strategy 2012 – 2017.
Frequency	Annual
Target	Health and Wellbeing Partnership approval for a new Littleport Health Action plan by 7 th October 2014.
Rewards/Penalties	<p>Rewards:</p> <ul style="list-style-type: none"> • Increased participation rates to create more active and healthy communities. • Educating communities about the importance of maintaining a healthy weight and being active. • Attract external funding into the Littleport and new service delivery for residents. <p>Penalties:</p> <ul style="list-style-type: none"> • No new service delivery for the residents of Littleport. • Increased poor health outcomes for Littleport.
Who measures?	Sport and Health Development Officer
Who acts on the data?	Report back to the Health and Wellbeing Partnership.
What will be done	<ol style="list-style-type: none"> 1. Project manage the development of a new approach. 2. Write a comprehensive report and present to the Health and Wellbeing Partnership. 3. Formal agreement of the Health and Wellbeing Partnership
Feedback	
Notes	

Name	Manage grants to leisure facilities through a Service Level Agreement.
Owner	Sport and Health Development Officer
Co owners	Principal Community and Leisure Services Officer
Purpose	Working in partnership with the Districts 'Community Leisure Trusts' to support facilities to be sustainable, accessible and operated efficiently. This includes managing the Councils Grant Funding through a Service Level Agreement.
Links	This work forms part of the Councils commitment to support leisure centres and sport facilities in the District.
Formula	Continue the important historical relationship and support for District leisure facilities.
Source of Data	<ul style="list-style-type: none"> • Sport and Physical Activity Strategy 2012 – 17 • Partnership and review meetings • Sport England data • Business plans and trustee committee meetings
Frequency	Quarterly
Target	100% of funding paid by 31 st March 2015.
Rewards/Penalties	<p>Rewards:</p> <ul style="list-style-type: none"> • Continual investment and improvement of leisure centres and sport facilities through business planning support. • Effective partnership work to develop programmes and interventions. • Increase sport participation. • Increase in external grants and funds to facilities <p>Penalties:</p> <ul style="list-style-type: none"> • Operational failures of trusts due to poor business and financial planning. • Possible closures of facilities due to unviable businesses
Who measures?	Sport and Health Development Officer
Who acts on the data?	Sport and Health Development Officer
What will be done	<ol style="list-style-type: none"> 1. Monitor the sustainability and performance of leisure centres and sport facilities. 2. Working in partnership to develop programmes, increase leisure centre business. 3. Undertake regular partnership and review meetings to monitor performance of the Trusts. 4. Work intensively to leisure facilities as and when required.
Feedback	All leisure centre managers attend regular partnership and review meetings with the Sport and Health officer for monitoring and development purposes.
Notes	

Name	To support delivery of the East Cambridgeshire Community Safety Partnership Board meeting twice a year
Owner	Nick Ball Community Safety Officer
Co owners	Cambridgeshire Fire and Rescue Service Principal Community and Leisure Services Officer
Purpose	To work with Cambridgeshire Fire and Rescue to co facilitate the delivery of the Community Safety Partnership (CSP) Board meeting twice annually
Links	East Cambridgeshire Community Safety Partnership Terms of Reference (Updated 2013)
Formula	Service and support of CSP Board meeting twice per year in partnership with Cambridgeshire Fire and Rescue
Source of Data	Community Safety Partnership Terms of reference
Frequency	Twice per year (March and September of each year)
Target	Annual

Rewards/Penalties	Statutory requirement for the CSP to have at least one Board meeting per annum
Who measures?	Community Safety officer, East Cambridgeshire District Council
Who acts on the data?	Community Safety Partnership Board members Community Safety Partnership Officer group members
What will be done	<ol style="list-style-type: none"> 1. Meeting with CSP Chair 1 month prior to the meeting to set agenda and call for papers 2. Author relevant papers and ensure partner agency authored papers are received one week before meeting 3. Send final Agenda and papers to CSP Board members 1 week before the meeting 4. Work with Fire and Rescue Business Support Unit (BSU) to ensure that full minutes and action points are taken at the meeting and then written up and circulated to Board members afterwards.
Feedback	
Notes	Cambridgeshire Fire and Rescue Service currently (2014/15) Chair the CSP and provide BSU services to record minutes at the meeting

Name	Ensure that new Anti Social Behaviour Powers are fully embedded within the Council by October 2014
Owner	Nick Ball Community Safety Officer
Co owners	Community Safety Partnership Board Principal Community and Leisure Services Officer
Purpose	To implement a workable set of Policies and Procedures under the Act that enable officers to deploy these new powers by October 2014.
Links	East Cambridgeshire Community Safety Partnership Action Plan 2014-15
Formula	To translate Central Government Statutory provisions in the Anti Social Behaviour Crime and Policing Act 2014 into workable Policies and Procedures for East Cambridgeshire District Council and its partners in the Community Safety Partnership.
Source of Data	Central Government Statute and Guidance
Frequency	Annual
Target	To ensure that written policies and procedures are in place within the Council to deploy the new powers by the statutory deadline of October 20 th 2014
Rewards/Penalties	This is implementation of new statutory legislation. Failure to meet the deadline and have robust policies in place would lead to reprimand from Central Government
Who measures?	Nick Ball Community Safety officer
Who acts on the data?	Community Safety Officer
What will be done	<ol style="list-style-type: none"> 1. Form a local East Cambridgeshire multi agency task and finish group to implement the new powers consistently across partner agencies 2. Attend and actively liaise with a Countywide steering group coordinated by Cambridgeshire Constabulary which is using a partnership approach to apportioning work across the Cambridgeshire districts. 3. Attend multi agency conferences aimed at facilitating a joined up multi agency agreement on interpretation and implementation of the new powers. 4. Amend the Council's Constitution so the correct delegations are in place by 20th October 2014. 5. Work with service team leads to ensure that up to date policies and procedures are in place in any departmental enforcement strategies. 6. Provide a script to Customer Services to enable Front Office staff to take customers through an Anti Social Behaviour Risk Assessment in order to make the Authority's procedures consistent with other District Council and Constabulary risk procedures by 20th October 2014. 7. Ensure that all relevant guidance and policies are made available on the Council's website and relevant partner

	<p>agency websites by 20th October 2014.</p> <p>8. Deliver an Elected members seminar by mid October 2014.</p> <p>9. Report to the Community Safety Partnership Board</p>
Feedback	<ul style="list-style-type: none"> • Report to Commercial Services Committee when the full powers are implemented in written and electronic powers • Report to Community Safety Partnership Board
Notes	Anti Social Behaviour Crime and Policing Act 2014 (c.12)

Name	To deliver Neighbourhood Action Days involving Parish Councils in Ely, Littleport and Soham
Owner	Nick Ball
Co owners	Community Safety Partnership Board Principal Community and Leisure Services Officer
Purpose	To reduce the fear of crime and anti social behaviour through multi agency action events involving patrols and litter picking
Links	Community Safety Partnership Action Plan 2014
Formula	
Source of Data	Parish and Town council data on problem areas for littering/graffiti/criminal damage/anti social behaviour
Frequency	Quarterly
Target	To deliver Neighbourhood Action Days in Soham, Littleport and Ely
Rewards/Penalties	
Who measures?	Parish and Town councils Environmental Services at ECDC
Who acts on the data?	Community Safety Partnership board and Officer Group
What will be done	<ol style="list-style-type: none"> 1. Plan Neighbourhood Action Day for each area with key partners (Police, Fire and Rescue, Parish and Town Councils) 2. Advertise events on Shape Your Place 3. Deliver events with multi agency participation 4. Report on outcomes back to Town and Parish councils 5. You said we did newsletter on outcomes from the Multi Agency Neighbourhood Action day
Feedback	From Parish or Town Council area in which multi agency activity takes place
Notes	

Name	Ensure that the ECINS Anti Social Behaviour Case Management tool is actively embedded and deployed within designated service teams of the District Council
Owner	Nick Ball
Co owners	Community Safety Partnership Board Principal Community and Leisure Services Officer
Purpose	To support efficient and effective multi agency working on Anti Social Behaviour Cases and ensure that appropriate targeted interventions are taken at the earliest possible opportunity.
Links	East Cambridgeshire Community Safety Partnership Action Plan 2014-15
Formula	
Source of Data	ECINS input and output statistics
Frequency	Quarterly
Target	100% deployment of the ECINS Anti Social Behaviour Case Management tool by designated Council service teams
Rewards/Penalties	The provision of grant funding to East Cambridgeshire Community Safety Partnership from the Police and Crime Commissioner's Office is contingent upon the active and efficient deployment of ECINS
Who measures?	Nick Ball Community Safety Officer
Who acts on the data?	Community Safety Partnership Board Cambridgeshire Office of the Police and Crime Commissioner
What will be done	<ol style="list-style-type: none"> 1. Ensure that managers and front line operational staff receive full ECINS training by end of July 2014 2. Ensure that all trained staff are fully registered with Empowering Communities (the Providers) by end of July 2014 3. Ensure that all designated staff (including managers) have relevant accountabilities around ECINS contained in the appraisal paperwork for 2015. 4. Complete initial and follow up series of 1:1 touchdown data enterers meetings with all trained staff to troubleshoot difficulties. Schedule for one month after training and then Quarterly. 5. Actively interrogate the ECINS system for data entry input figures and provide updates to managers on a Quarterly basis. 6. Present evidence of active usage to monthly Partner Agency Anti Social Behaviour Problem Solving group
Feedback	
Notes	

Name	Completion of Phase III of the Ely Country Park Development Plan (2013-15)
Owner	Lewis Bage Project Officer
Co owners	Allison Conder Principal Community and Leisure Services Officer
Purpose	To complete the third phase of the Ely Country Park Development Plan by 31 st March 2015
Links	<p>On 15th January 2013, the Council's Community and Environment Committee agreed the priorities for a 3rd phase of improvement works to be undertaken in the financial years 2013-15. The three priority improvement areas are:-</p> <ol style="list-style-type: none"> 1. Signage 2. Improving play and family facilities 3. Entranceway and access improvements
Formula	<ol style="list-style-type: none"> 1. Installation of new signage at each of the five key gateways into the site. Creation of new walking routes, marked out with sculptured way markers and leaflet guides, solar lighting from Car Park to Sainsbury's 2. Installation of new play equipment, cycle parking and a picnic area in accordance with community consultation 3. Access improvements to key gateways into the site including Cresswells Lane and Springhead Lane
Source of Data	Ely Country Park Improvement Priorities 2013-15 – Committee Report (15 th January 2013)
Frequency	Quarterly.
Target	100% of Phase 3 priorities delivered within agreed budget by 31 st March 2015
Rewards/Penalties	Works improve provision and facilities for residents of East Cambs, promoting more active lifestyles and use of green space. Failure to carry out access works could prevent some groups accessing the site.
Who measures?	Lewis Bage, Project Officer
Who acts on the data?	Lewis Bage, Project Officer
What will be done	<ul style="list-style-type: none"> • New play area installed • New play provision installed • New solar lighting • New CCTV camera • New entrance arrangement at Cresswell Lane and Springhead Lane
Feedback	
Notes	

Name	Community Consultation for Ely Country Park
Owner	Lewis Bage
Co owners	Principal Community and Leisure Services Officer
Purpose	To identify any community requirements or concerns regarding Ely Country Park
Links	
Formula	Carry out consultation using pre-set questions when conducting inspections of the site
Source of Data	Inspection forms
Frequency	Quarterly
Target	<u>Summer</u> 5 users per inspection x 9 weeks = 45 responses <u>Winter</u> 1 user per inspection x 10 months = 10 responses
Rewards/Penalties	Provides valuable, first-hand information regarding the management of the site. Issues may be missed if this work is not carried out.
Who measures?	Lewis Bage, Project Officer
Who acts on the data?	Lewis Bage, Project Officer
What will be done	Future Development Plans can be informed using information gathered during consultation
Feedback	
Notes	

Name	Production of Parish Play Reports
Owner	Lewis Bage
Co owners	Allison Conder Principal Community and Leisure Services Officer
Purpose	To produce and circulate play reports on behalf of all parishes in East Cambridgeshire, to share the findings of the East Cambs Play Audit 2012-14
Links	On 5 th March 2013, the Council's Community and Environment Committee approved the East Cambs Play Audit 2012-14. Play Reports are to be compiled to share the findings of the audit with parishes by 31 st August 2014
Formula	Produce and circulate play reports on behalf of all parishes in accordance to the findings of the East Cambs Play Audit 2012-14
Source of Data	East Cambs Play Audit 2012-14
Frequency	Quarterly
Target	100% of parish reports completed and shared by 31 st August 2014
Rewards/Penalties	The reports identify community requirements for play and informal open space which will guide parishes when developing provision. Reports can be used as an evidence base for funding applications. If reports are not shared, parishes may not be aware of provision requirement based when measured against local planning standards.
Who measures?	Lewis Bage, Project Officer
Who acts on the data?	Lewis Bage, Project Officer
What will be done	Further consultation with parish council will be carried out to ensure information is accurate and up-to-date
Feedback	
Notes	

Name	Ely Riverside
Owner	Allison Conder
Co owners	Julie Cornwell and Lewis Bage
Purpose	To resolve the Council's role in managing moorings on Ely riverside and conclude implementation of the Riverside Improvement Plan
Links	ECDC Riverside Improvement Plan City of Ely Riverside Improvement Plan Counsels advice (various)
Formula	To conclude work with the Secretary of State regarding the extension of the 48 mooring byelaw on Ely riverside and agree with Members the Council's involvement in managing the moorings within its ownership
Source of Data	RIP Action Plan Consultation findings
Frequency	Quarterly
Target	Secure Member agreement about the District Council's role in managing moorings on Ely riverside and COEC approval to fund various riverside improvement plan priorities by 31 st March 2015
Rewards/Penalties	The District Council has received legal advice that states it should not be making or enforcing the 48 mooring byelaw on Ely riverside as this statutory power is vested with the Environment Agency. The Council owns a number of moorings and wants to ensure that these contribute effectively to improving the tourism
Who measures?	Allison Conder
Who acts on the data?	Allison Conder
What will be done	<ul style="list-style-type: none"> • Work with the EA to explore possible partnership working arrangements to manage the moorings on ECDC land • Seek Member agreement about the Council's involvement in managing the 48 hour moorings • Undertake consultation on planned riverside improvement works • COEC funding approval for riverside improvement works • Upgrade the pathway across Lavender Green
Feedback	
Notes	

Name	Sport and Health Service Review
Owner	Allison Conder
Co owners	Sport and Health Development Officer
Purpose	To undertake a review of the Council's Sports and Health development function
Links	Sport England 'A Sporting Habit for Life' 2012-17, Public Health White Paper 2012, EELGA Deep Dive Review 2013, East Cambs Sport and Health Strategy and Annual Action Plan
Formula	To undertake a review of current service provision and priorities and make recommendations to members in a stage 2 report about
Source of Data	EELGA Deep dive review Local authority benchmarking Consultation
Frequency	Quarterly
Target	Member approval for a Stage 2 Service report reviewing the Councils Sport and Health functions and resources by 13 th January 2015
Rewards/Penalties	The Sport and Health post was identified in the recent restructure as at risk but subject to completion of a review of current and future service needs. The outcome will ensure the Council has the right resources deployed across the right services areas to deliver the Councils sport and health priorities.
Who measures?	Principal Officer
Who acts on the data?	Principal Officer and Commercial Services Committee
What will be done	<ul style="list-style-type: none"> • Terms of Reference • Stage One Report • Commission the two stages of the Leisure Facility Strategic Needs Assessment work • Review EELGA's Deep Dive Report and options identified • Review sports and preventative health services currently provided by neighbouring Districts Councils and any changes being planned by them • Agree any further evidence required to enable full consideration of potential options for sport development, physical activity and preventative health • Review the initial findings from the Stage 1 Ely Leisure Facility Strategic Needs Assessment • Review further evidence and identify/discount options for sport development, physical activity and preventative health to take out for wider consultation • Agree consultation timetable and stakeholders • Public and stakeholder consultation on agreed options for sport development, physical activity and preventative health • Consider consultation responses and agree a model to recommend to Committee for approval • Consider the findings of the Stage 2 District-wide Leisure Facility Strategic Needs Assessment, and identify options requiring further

	consultation with leisure facilities <ul style="list-style-type: none"> • Undertake any required consultation with existing facilities • Stage Two Report • Implementation Plan
Feedback	
Notes	

Name	Ensure that all ShapeYourPlace issues and questions are responded to within 10 working days
Owner	Lewis Bage, Project Officer
Co owners	All ECDC Service Leads
Purpose	To ensure that a response to all public issues and direct comments is uploaded onto the ShapeYourPlace website within 10 working days.
Links	
Formula	ECDC signed up to reply to all issues and questions within 10 working days, in line with all other SYP Partners (including CCC and Cambs Police)
Source of Data	www.syp.org.uk
Frequency	Quarterly
Target	100% of issues responded to within 10 working days
Rewards/Penalties	<p>The public receive timely and quality responses to any issues or questions that they raise, from the relevant department.</p> <p>If target is not met, then the public do not receive responses on time, ECDC lose credibility (to public and partners)</p>
Who measures?	Lewis Bage, Project Officer
Who acts on the data?	Lewis Bage, Project Officer
What will be done	<ol style="list-style-type: none"> 1. Advise the relevant lead officer that an issue/question has been posted 2. Advise the officer of the deadline that the response is required by (10 working days following the post being uploaded) 3. Invite sent to lead officer calendar as a reminder that a response is due 4. A reminder email is sent to the officer if a response has not been received 5. Response is received and posted live onto the SYP website
Feedback	
Notes	

EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of Policy:	Community and Leisure Service Plan 2014-15
Lead Officer (responsible for assessment):	Allison Conder
Department:	Community Services
Others Involved in the Assessment (i.e. peer review, external challenge):	Community and Leisure team members
Date EIA Completed:	28 th August 2014

What is an Equality Impact Assessment (EIA)?

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

The word 'policy', in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.

- (a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

A 2014-15 service plan has been produced covering Community and Leisure services. The plan sets out the objectives for improvement for the service area; plans for delivery; and the performance measures that will assess the impact of delivery on the community.

The plan reflects the priorities and resourcing of the service area following departmental restructuring in 2013, and being implemented between April and Sept 2014.

The Member Champion for Community and Leisure Services has been engaged in developing the priorities and plan for the service and the plan will seek Member approval at Commercial Services Committee on 17th September 2014.

- (b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

Communities and residents within East Cambs, partner organisations, Council Members.

- (c) **Is the EIA informed by any information or background data (quantitative or qualitative)? i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.**

The service plan has not undergone any public consultation, but services within the plan where there are options for what we could deliver, or which directly affect the quality of resident's lives will undergo public consultation to help ensure the outcome meets the public's expectations and needs.

Performance reporting progress against the service plan priorities and measures will be a public document.

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics? (please tick all that apply)

Ethnicity

☐

Gender

☐

Disability

☐

Gender Reassignment

☐

Pregnancy & Maternity

☐

Age

☐

Religion and Belief

☐

Sexual Orientation

☐

Marriage & Civil Partnership

☐

Caring Responsibilities

☐

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

The service plan document itself will not have an positive or negative impact on different groups within the community, but the individual services set out within the plan could at the point of design and delivery have an impact and this will need to be assessed and considered at the delivery stage.

(e) Does the policy have a differential impact on different groups?

NO

(f) Is the impact *adverse* (i.e. less favourable)?

NO

(g) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful?

NO

(h) How have you engaged stakeholders in gathering evidence or testing the policy proposals? Who was involved, how and when where they engaged? Does the evidence show potential for differential impact? How will you mitigate any negative impacts? Where there is the potential for an adverse impact that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the EIA.

The service plan has been developed part way through a financial year following the implementation of a departmental restructuring.

The plan sets out Community and Leisure Services priorities ahead of the appointment of a new Commercial Manager.

In future years, the team would like the service planning process to include an element of public consultation to ensure we are focussed on the areas which are highest priorities for council tax payers and residents.

* The Consultation Register is available to assist staff in consulting with the Council's stakeholders.

- (i) Summarise the findings of your research and/or consultation (please use a separate sheet if necessary).

N/A

- (j) What are the risks associated with the policy in relation to differential impact and unmet needs/requirements? i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

There is a risk without undertaking consultation with the public, that services are not focussed on delivering the communities highest priorities.

- (k) Use the information gathered in the earlier stages of your EIA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.

Option 1:	No major change - the evidence shows that the policy is robust and no potential for discrimination.	X
Option 2:	Adjust the policy - to remove barriers or to better promote equality.	
Option 3:	Continue the policy - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.	
Option 4:	Stop and remove the policy – if the policy shows adverse effects that cannot be justified.	

- (l) Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified? Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.

Public consultation as part of the service planning process.

This completed EIA will need to be countersigned by your Head of Service. **Please forward completed and signed forms to the Principal HR Officer.**

All completed EIAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you may be asked to attend a half-an-hour session to summarise the findings of the EIA to the Scrutiny and Verification panel.

Signatures:

Completing Officer:	Allison Conder	Date:	28th August 2014
	_____		_____
Head of Service:	_____	Date:	_____