



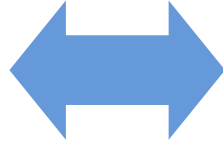




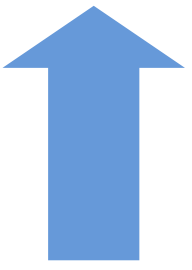


# Commitments towards our Vision

## Open Spaces End of Year Report-2018-2019

| Performance Measure  | Link to Corporate Plan Priority  | Target and reporting timescale (i.e. 6 monthly or annually)   | Baseline from previous year/output from previous year   | Owner and co-owners   | Status (end of year)  | End of year report outcomes   |
|--|--|---|---|---|---|---|
| Maximise the Council's income by offering services to partners/agencies as part of the Councils' commercialism agenda. | A customer driven efficient Council will a "can do" attitude and pro business approach and commercially focused to ensure financial self sufficiency for the taxpayer. | <p>Contact to be made to all parishes and schools within Cambridgeshire, offering grounds maintenance services.</p> <p>The income obtained within this financial year will be used as a baseline for subsequent years.</p>  | Due to the service being transferred to the trading company this figure is difficult to ascertain as some costs were attributed to ECDC and some to the trading company | <p>Open Spaces &amp; Facilities Manager- Spencer Clark</p> <p>Team Leader Parks &amp; Open Spaces – Vacant Position</p> <p>Open Spaces &amp; Facilities support Officer- Carol Dunn</p> |    | <p>Contracts have now been renewed with schools and parishes across the district. We have also been awarded new additional contracts grounds maintenance services.</p> <p>A 5% increase was achieved with the total income projected being approximately £838,158 (accurate end of year figure to be obtained in April)</p> |
|  |  | <p>To develop website information page to promote services to Parish / Town Councils</p> <p>Working in partnership with our PR contractor to develop website.</p> <p>Numbers of hits on the site will be recorded for evidence at the end of the financial year to determine success.</p> | N/A   | <p>Open Spaces &amp; Facilities support Officer- Carol Dunn</p> <p>Open Spaces &amp; Facilities Administrative Assistant</p>  |  | This element is in the very early design stage.   |
| Retain Green Flag accreditation for the Country Park and Jubilee Garden  | Making East Cambridgeshire an even better place to live  | <p>Ensure that Green flag standards are used across all parks and open spaces in the district</p> <p>Carry out monthly quality checks on public open spaces to ensure they meet the Green Flag standard.</p> <p>( Welcoming, clean, safe , free usable green space)</p>                   | Retained - ongoing commitment to meeting the standards  | <p>Open Spaces &amp; Facilities Manager- Spencer Clark</p> <p>Communities &amp; Partnerships Manager – Lewis Bage</p>   |  | <p>Completed- we will be continuing to work within the required standards on all parks and open spaces within the district.</p> <p>The service continues to carry out monthly quality checks on public open spaces.</p>   |

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|---|--|--|---|---|---|--|
|   |  |  |   |   |   |  |
|   |  | Annually produce a desk top assessment for both the Country Park and Jubilee gardens, to be inspected annually by Green Flag judges.   | N/A   | Open Spaces & Facilities Manager- Spencer Clark<br>Communities & Partnerships Manager – Lewis Bage  |    | Completed and Green Flag status retained in both Jubilee Gardens and The Country Park.   |
|   |  | Carry out monthly quality checks on the parks and maintenance service.   | N/A   | Open Spaces & Facilities Manager- Spencer Clark   |    | The service is continuing to carry out monthly quality checks on the maintenance service as part of the on-going commitment to ensuring that East Cambs offers welcoming, clean, safe and usable open spaces).                                     |
| Maintain ECDC Assets to a safe, useable and legal standard for our customers' enjoyment           | Making East Cambridgeshire an even better place to live.   | Ensure that ECDC buildings portfolio and assets are maintained to the correct legal standards through the Council's assets maintenance programme.  | N/A   | Open Spaces & Facilities Manager- Spencer Clark   |  | Completed - As and when the service is advised of changes in leasing agreements, the purchase of new land, land sold or licenses of ECDC assets, the required legal obligations are adhered to through the Council's assets maintenance programme. |
| Wherever possible protect our environment keeping Biodiversity at the forefront of our operations |  | Work with external partners, including The Wildlife Trust and Ely Wildlife Space, to support and protect the biodiversity of East Cambridgeshire. Activities will include ensuring rare plant species and animal habitats are protected. | N/A   | Open Spaces & Facilities Manager- Spencer Clark<br><br>Open Spaces & Facilities Support Officer- Carol Dunn<br><br>Team Leader parks and Open Spaces- Vacant Position |  | The service continues to ensure that our rare plant species and animal habitats are protected and we are regularly engaged with our partners to implement the required interventions to ensure this continues.                                     |
| Trained staff and Service Delivery Champions have a comprehensive understanding of the service    | A customer driven Council with a "can do" attitude and pro business approach and commercially focussed to ensure financial self sufficiency for the tax payer. | Using the annual appraisal process, identify individual for specialist training and ensure the broadest range of skills across the team. This will allow the service to run effectively and efficiently                                  | N/A   | Open Spaces & Facilities Manager- Spencer Clark   |  | Completed - Appraisals completed in accordance with ECDC requirements  |
|   |  | Meet with Service Delivery Champion on a regular basis. At least 4 times per year.   | 4   | Open Spaces & Facilities Manager- Spencer Clark   |  | Regular meetings have been held with our Service Delivery Champion   |

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|--|---------------------------------|--|---|---|---|---|
| Ensure that the Council's corporate risks are managed effectively and mitigations are put in place to reduce impact. |                                 | <p>To regularly review risks associated with Open Spaces, including:</p> <ul style="list-style-type: none"> <li>• Emergency Planning-</li> <li>• Business Continuity</li> <li>• Health and safety</li> </ul> | N/A   | <p>Spencer Clark- Open Spaces &amp; Facilities Manager</p> <p>Health &amp; Safety Officer – David Vincent</p> |  | <p>Ongoing</p> <p>Completed <b>health and safety documents</b> during 2018/19 were:</p> <p>Accident/Near Miss Reporting Code of Practice (COP)<br/> Asbestos Management COP<br/> COSHH COP<br/> Display Screen Equipment COP<br/> Control of Hand, Arm and Vibration at Work COP<br/> Noise at Work COP<br/> Security Threats COP<br/> Sharps COP<br/> Smoke Free Workplace COP<br/> Missuse of Alcohol and Drugs COP<br/> Risk Assessment COP<br/> Lone Working COP</p> <p><b>Emergency planning</b> document introduced: Revised Emergency Management Plan, revised Emergency Rest Centre Plan and the Strategic Business Continuity Plan</p> |