



*Kelham Hall
Newark
Nottinghamshire
NG23 5QX*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

Chairman: Councillor R.J. Jackson
Vice-Chairman: Councillor N.B. Mison

Members of the Committee:

Councillor M.G. Cope
Councillor G. Dawn
Councillor P. Duncan
Councillor Mrs L. Hurst
Councillor J.D. Lee

Councillor D. Staples
Councillor Mrs L.M.J. Tift
Councillor Mrs A.A. Truswell
Councillor K. Walker
Councillor Y. Woodhead

Substitutes

Councillor Mrs I. Brown
Councillor Mrs R. Crowe
Councillor P. Peacock
Councillor D. Thompson
Councillor I. Walker

AGENDA

MEETING: Leisure & Environment Committee

DATE: Tuesday, 27 June 2017 at 6.00pm

VENUE: Room G21, Kelham Hall

**You are hereby requested to attend the above Meeting to be held at the time/place
and on the date mentioned above for the purpose of transacting the
business on the Agenda as overleaf.**

If you have any queries please contact Catharine Saxton on 01636 655247.

AGENDA

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CONFIDENTIAL AND EXEMPT ITEMS

None

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the meeting of the **LEISURE & ENVIRONMENT COMMITTEE** held in Room G21, Kelham Hall, Newark on Tuesday, 21 March 2017 at 6.00 pm.

PRESENT: Councillor P.C. Duncan (Chairman)
Councillor N.B. Mison (Vice-Chairman)

Councillors: D. Batey (substitute for S. Soar), Mrs G. Dawn, Mrs L. Hurst, R.J. Jackson, J.D. Lee, D.B. Staples, Mrs L.M.J. Tift, K. Walker and B. Wells.

ALSO IN

ATTENDANCE: Councillors: Mrs I. Brown

47. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors M.G. Cope and Mrs S. Soar.

48. MINUTES OF THE MEETING HELD ON 24 JANUARY 2017

The Chairman informed the Committee that a letter had been sent to Mr Jenrick MP, regarding the increase in penalty for the illegal dumping of waste. A letter had been received confirming that the matter had been raised with the appropriate Minister and an update would be provided to a future meeting of the Leisure & Environment Committee.

AGREED that the Minutes of the meeting held on 24 January 2017, be approved as a correct record and signed by the Chairman.

49. DECLARATION OF INTERESTS BY MEMBERS AND OFFICERS

NOTED that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

50. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council.

51. CLINICAL COMMISSIONING GROUP (CCG) PRESENTATION

A financial challenges update presentation was provided by the Clinical Commissioning Group (CCG). Amanda Sullivan – Chief Executive and Sally Dore – Better Together Engagement lead, Clinical Commissioning Group attended the meeting.

Following the presentation a question and answer session ensued as follows:

A Member asked what Members of the Committee could bring to the CCG and asked if the CCG knew who the Council contact was.

It was confirmed that there were areas of overlap with the Council, which was around housing and health. Both the CCG and Council were trying to help people to lead active and healthy lifestyles and commented that there were a lot of potential areas for joint working. It was confirmed that the CCG were clear regarding Council contacts.

A Member sought clarification regarding IVF funding. The Chief Executive (CCG) informed Members that consultation regarding IVF was undertaken in November 2016 to January 2017, which was in line with NHS processes. A lot of research had been undertaken throughout the country. Access to this treatment was different throughout the country as IVF was not a statutory care. The consultation results concluded that the general public wanted to restrict funding for IVF, although they did not want to completely stop funding. The decision of the consultation process was being taken through the CCG's Health Scrutiny Committee.

A Member commented that the cuts imposed due to targets expected to be reached would be heart breaking for some people. The NHS must be close to breaking point, how long would it be before breaking point.

The Chief Executive (CCG) confirmed that the NHS was required to be more creative and innovative and use funding differently. Health care therefore needed to be delivered differently. A lot of easy efficiencies had been undertaken. Emergency care had been changed to provide savings. The work of community nurses had also changed from that of three years ago. Nurses had a lot of expertise which would be utilised.

A Member commented that the use of agency staff and the cost incurred needed addressing.

The Chief Executive (CCG) confirmed that the use of agency staff was not consistent throughout the NHS and was a challenge in hospitals. At Sherwood Forest Hospital a lot of work had been undertaken to recruit nurses, instead of the use of agency nurses. A large proportion of medical staff however was locums or agency staff. The regulators were tightening the rules for Managers and also locums and agency staff.

A Member sought clarification regarding savings on PFI's and what was the total budget.

Total cost of the PFI had not changed, the strategy that they have is to use the PFI as much as they can. If there was an opportunity to use a non PFI building, to use that as much as they could to maximise the PFI.

A Member commented that the funding for the North Notts/Lincolnshire Rural support in Newark was being withdrawn and asked the CCG Chief Executive if she could look at that issue.

A Member commented that currently fourteen GP practices in Newark and Sherwood which had been consolidated into two hubs around Newark Hospital and Kings Mill Hospital, to try and achieve a better service at a lower cost. Would that provide a better service at a lower cost?

The Chief Executive (CCG) informed Members that the GP practices at present all operated as small businesses, which presented a lot of overlap. Work was being

undertaken to try and achieve collaborative working, in order for back office work including policy writing etc. to be shared. More time could then be invested in clinical work. It had also been proposed for GP practices to work in groups of 3 or 4 practices. One practice may undertake minor procedures and take on extra work, so practices would be accessible for other adjoining practice patients, rather than them using their own GP. Pharmacists would also be used to support GP's and undertake the routine management, they were considered as a valuable resource. Nurses could also be trained to obtain advance skills, although this was a lengthy education process at a big cost; however the benefits would be advantageous for the GP practice. Work was being undertaken to recruit GP's into the area which included being creative with roles to make GP roles more attractive.

Members commented that they had opportunities through Town and Parish Councils to address and help people to improve their lifestyles.

AGREED (unanimously) that the presentation be noted.

52. HEALTH AND WELLBEING/HEALTH SCRUTINY

The Leisure & Environment Committee Vice – Chairman provided a presentation regarding Health and Wellbeing. The presentation showed how the outside bodies, which included Newark & Sherwood CCG and Mansfield & Ashfield CCG Stakeholder Reference Group; Health Scrutiny Committee; and Nottinghamshire Health and Wellbeing Board fed into the Leisure and Environment Committee. The membership, responsibilities and the reporting mechanisms of the three outside bodies were also detailed.

AGREED (unanimously) that the presentation be noted.

53. INTEGRATING THE BETTER CARE FUND INTO THE HOUSING AND HEALTH AGENDA

The Committee considered the report presented by the Business Manager Environmental Health, which updated Members on the progress with the Better Care Fund and sought approval for an integrated delivery model.

Members were informed of the Better Care Fund Projects which had been considered by the Leisure and Environment Committee in 2016. In order to ensure that the services offered and delivered were equitable and available to as many householders as possible, officers had worked together to produce a Housing and Health based model that pulled together a number of grant-based schemes approved last year into a more integrated model to ensure that housing and health was at the centre of the model to deliver a range of preventative interventions to as many households as possible. The model that had been developed aimed to support disabled people and vulnerable households to remain living independently in a safe and healthy home. This was achieved by linking the existing funding sources and support to newly available sources of small grants, with the aim of facilitating essential repairs and renovations to the homes of people in need of support to live independently in their own homes.

The model has four strands each of which designed to assist in rectifying a specific housing need. Each element was described as follows, and the report provided in depth

detail regarding each one. Disabled Facilities Grants (DFGs); Safe and Healthy Homes; Warm Homes on Prescription; and Energy Company Obligation 2 Transition Funding (ECO2T).

It was proposed that the Housing and Health Independent Living Integrated Model formed the basis of Private Sector Housing Strategy and that the current strategy was reviewed and renewed to include the integrated approach. The integrated model did not require any additional funding over and above that which had been previously agreed as part of the Better Care Fund.

A Member commented that the Authority was being asked to come forward with proposals for projects and felt it was important that the Committee understood the criteria for the proposals. The Business Manager Environmental Health confirmed that Housing and Social Care had a broad criteria and he was not aware of the process to date. He confirmed that a report would be submitted to a future meeting of the Committee once the detail was known.

A Member commented that it would be useful for an annual report to be provided to the Committee providing a case study of what schemes had been successful in the past.

AGREED (unanimously) that:

- (a). the integrated approach to providing Housing and Health based interventions; and
- (b). the integrated delivery model for independent living being included as part of the private sector housing strategy be approved.

54. ORDER OF BUSINESS

With the agreement of the Committee, the Chairman changed the order of business and agenda item No. 9 – Hawtonville Community Centre, was taken as the next item of business. The agenda resumed its stated order.

55. HAWTONVILLE COMMUNITY CENTRE UPDATE

The Committee considered the report presented by the Director - Community, which updated Members on the current position of Hawtonville Community Centre and progress with the future management arrangements. Members were also provided with an update on current projects identified through the Hawtonville Neighbourhood Study, which related to the function of the community centre.

A Member commented on the success of the Bridge Community Centre and explained that part of their success was due to them having a part time Development Worker. The Community Centre was at the stage where it was turning bookings away as they were fully booked. It was suggested that some of the bookings could be transferred to the Hawtonville Community Centre, which would help to get it established. The Bridge Community Centre also had a small computer room which was open for the community to use.

A Member commented that although he supported Community Centres the Town and Parish Councils should manage them and if they were not viable they should be closed. The District Council should not be subsidising these centres.

Another Member commented that if the Community Centres were managed properly they could work effectively for the community, which was demonstrated at the Bridge Community Centre. This would be a major loss to the community if this centre was closed.

The Chairman requested that a further report be brought to a future meeting of the Committee, setting out in detail all the partnerships under consideration, including their expectations of the Council.

AGREED (unanimously) that:

- (a) the progress being made to secure the operational management function for the Hawtonville Community Centre to maintain a sustainable budget position be noted; and
- (b) a further report be brought to a future meeting of the Committee, setting out in detail all the partnerships under consideration, including their expectations of the Council.

56. UPDATE ON THE LITTER PARTNERSHIP AND CLEANSING PROPOSALS

The Committee considered the report presented by the Director - Community, which informed Members of the successful litter collection pilot project with Newark Town Council and additional cleansing initiatives.

It was reported that following a four month pilot the new provision had proved extremely successful. Recent inspector visits had shown that the town centre environment had improved with response times to "ad hoc" litter issues improving as well.

The Newark Town Council had been pleased with the results and had recently confirmed that following their budget setting process, money had been identified which would enable the project to continue into the 2017/18 financial year.

Officers had been undertaking detailed studies of Street Cleansing operations. Rescheduling of certain areas as well as route efficiencies had resulted in the unit being able to commit to the continuation of the town centre project. However in addition to that project a study had been undertaken into the areas of the district currently representing a higher percentage of complaints. Areas highlighted by the study were the Hawtonville Estate and the A1. Through the same efficiency work, the unit was able to fund the purchase of another street orderly barrow and a new post to operate the equipment on a full time basis on the Hawtonville Estate. Partnership working had also netted a storage area for the barrow when not in use (Newark Sports Centre curtesy of Active-4-Today) and operator welfare facilities for the member of staff concerned (Hawtonville Community Centre curtesy of Community, Sports & Art Development). Officers were hopeful that this new project would net similar results to that experienced

in the town centre. Officers were delivering training regarding the A1 collections and carrying out risk assessments to ensure that the Council met legislation requirements.

In order to reduce the impact of wind-blown litter the unit had also been able to fund a project that would introduce 240l litter bins into every A1 layby in the district. Efficiencies had also been utilised to ensure that all bins were emptied on a regular basis by utilising spare capacity on passing refuse freighters.

The recent study also highlighted the need for education throughout the district and this had led to the commitment of funds to run advertising/communication campaigns on the sides of refuse freighters. Artwork had been designed and the campaign would be rolled out before the beginning of April 2017. There were a number of designs that focused on fly tipping, littering as well as the Authority's garden waste schemes, bulky waste services and trade waste services. This was aimed at reducing littering and tipping, as Intel had showed a large amount of garden waste and commercial waste was ending up in hedgerows and laybys. It was reported that all of the changes and improvements had been made whilst remaining within current budgets.

The Director – Community confirmed that funding had been secured from the HRA budget for the Hawtonville Estate litter picker.

A Member commented on the selection process for the additional litter picking service and asked for this to be rolled out to the west of the district. The Chairman reminded the Committee that the Town Centre initiative was only three months old and that it was a decent interval for bedding down, which should be allowed before an extension of the service is considered. He also suggested that the provision of such a service be built into the Boughton Neighbourhood Plan now under consideration.

The Director – Community confirmed that additional litter picking was being pursued to clear the hedgerows. That work needed to be achieved before the spring growth.

A Member sought clarification as to whether there was any funding available for Parish Council's to undertake litter picking in their villages. The Director – Community confirmed that a scheme titled 'lengthman scheme' was available from Nottinghamshire County Council, which provided funding to Town and Parish Council's.

AGREED (unanimously) that:

- (a). the successful implementation of the litter partnership pilot be noted and support be continued with Newark Town Council; and
- (b). the proposals for the provision of a dedicated litter operative for the Hawtonville area be supported and noted.

57. PERFORMANCE INDICTORS

The Committee considered the performance reports for Environmental Health; Waste & Recycling; and Active4Today and Southwell Leisure Centre Trust.

AGREED that the performance indicators be noted.

The meeting closed at 7.45pm.

Chairman

TATTOO HYGIENE RATING SCHEME

1.0 Purpose of the Report

- 1.1 For Members to consider the Nottinghamshire Hygiene Accreditation Scheme (also known as the Tattooing Hygiene Rating Scheme) and whether it should be adopted and implemented within Newark and Sherwood District Council.

2.0 Background

- 2.1 Under the provisions of the Local Government (Miscellaneous Provisions) Act 1982 one of the Council's Statutory Duties is to register any business, within the District, that wishes to carry out the procedure of tattooing, body piercing and applying semi-permanent make up. Once registered there is no annual renewal of the license and there is no statutory duty placed upon the Council to routinely inspect the business.
- 2.2 In recent years there has been considerable growth in these activities and public awareness of the risks and the suitability of premises are not always well known.
- 2.3 Premises that undertake this type of activity are required to register with the local authority. This is one off registration that is required at the start of the business enterprise. Newark and Sherwood have adopted by-laws controlling the practices of these businesses. There are no legal provisions to prevent registration or to revoke the registration.

3.0 Introduction

- 3.1 The popularity of tattooing, semi-permanent make up and cosmetic body piercing continues to rise with 12 registered tattooists 7 registered semi-permanent make up practitioners within Newark and Sherwood District Council to date. This is an increase of 41% within an 18 month period.
- 3.2 This is a trend that has been recognised across Nottinghamshire and as a result of this Nottinghamshire Local Authorities Licensing Sub Group discussed a proposal to implement a Hygiene Accreditation Scheme (also known as the Tattooing Hygiene Rating Scheme)
- 3.3 The Nottinghamshire's Hygiene Accreditation Scheme (HAS) is a voluntary scheme set up to improve and maintain hygiene standards primarily within the tattooing and cosmetic piercing industry.
- 3.4 The standard of hygiene at these premises can vary. All are required to meet the minimum legal standard, however, poor practices and poor standards can develop in a business and this can lead to a high risk of infection in customers to the business.

4.0 The Nottinghamshire's Hygiene Accreditation Scheme

- 4.1 The aims of the scheme are to:

- Improve and maintain hygiene standards within the industry;
- Provide members of the public with information, to enable them to make an informed choice about where to have their treatments;
- Minimise the risk of infection and infectious disease arising from treatments associated with the industry;
- Enable businesses within the industry to design their work processes to prosper and promote their business;

4.2 The scheme assesses the hygiene performance of the participating premises against criteria (known as the 'Rating Schedule') based around good practice. The rating schedule has been devised using nationally recognised guidance including the Tattoo and Body Piercing Toolkit produced by the Chartered Institute of Environmental Health (CIEH). The Rating Schedule for the scheme is available at Appendix 1.

4.3 Persons carrying on the business of the above treatments must be registered with the Local Authority under the Local Government (Miscellaneous Provisions) Act 1982. The premises at which this business is carried on must also be registered. Registration in accordance with the above act is a condition of entry to participate in the scheme.

4.4 Participation in this scheme is voluntary. An application to be included within the scheme constitutes acceptance of the scheme rules, as contained within this document at Appendix 1. Participants in the 'Hygiene Accreditation Scheme' may withdraw from the scheme at any time.

4.5 There will be a charge for taking part of the scheme .The charges will apply consistently to all participating Local Authorities across Nottinghamshire.

5.0 **Proposals**

5.1 It is proposed to advertise and promote the Nottinghamshire's Hygiene Accreditation Scheme to all business within the qualifying sectors. These are Tattooing, semi-permanent make up and cosmetic body piercing establishments

5.2 The charges proposed for the scheme are set out below. The charges calculated for the fees for the scheme have been developed by an officer working group across the county.

Intervention	Fee
Application and Initial Inspection	£120
Request for Re-inspection and re-rating	£60
Renewal Fee	£120

6.0 Financial Implications

6.1 It is not anticipated that the income from the scheme will have any significant effect on the budget. Any additional costs incurred by the council in managing and monitoring the scheme will be met by the fees for participating.

7.0 Equalities Implications

7.1 Newark and Sherwood District Council has an ever increasing number of practising Tattoo Artists, Skin Piercers and Semi-permanent make-up artists and a scheme of this nature can only benefit the residents and businesses across Nottinghamshire by providing a common accreditation scheme across the County. It will also protect public health by and allow the Public by means of a window sticker displaying a score on the hygienic standards and practices displayed within the business. This will encourage a high standard of hygienic practices within the tattooing and piercing community and subsequently protect public health.

8.0 Comments: Business Manager & Chief Financial Officer – Financial Services

8.1 With reference to the numbers of registered practitioners and the small fees applicable, as stated in paragraph 6.1, there will be little impact on the Council's revenue budget.

9.0 RECOMMENDATION that:

- a) Members are asked to consider the adoption of the Nottinghamshire Tattoo Hygiene Accreditation Scheme within Newark and Sherwood; and**
- b) Confirm the fees and charges to participating businesses that choose to adopt the scheme.**

Reasons for Recommendations

To seek adoption of a scheme designed to promote and protect public health in the beauty sector.

Background Papers

NIL

For further information please contact Alan Batty (Business Manager – Environmental Health and Licensing) on 655467

Karen White
Director – Safety

Nottinghamshire's Hygiene Accreditation Scheme

Rules of the Scheme

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Introduction

1. Nottinghamshire's Hygiene Accreditation Scheme (HAS) is a scheme set up to improve and maintain hygiene standards primarily within the tattooing and cosmetic piercing industry.
2. The scheme aims to:
 - a. Improve and maintain hygiene standards within the industry;
 - b. provide members of the public with information, to enable them to make an informed choice about where to have their treatments;
 - c. minimise the risk of infection and infectious disease arising from treatments associated with the industry;
 - d. enable businesses within the industry to design their work processes to prosper and promote their business;
3. The scheme has been designed by Environmental Health Practitioners from Local Authorities within Nottinghamshire, following consultation with tattoo and cosmetic piercing practitioners in the local area.
4. Businesses offering the following treatments can apply to join the scheme:
 - a. **Tattooing;**
 - b. **Semi-permanent make up and;**
 - c. **Cosmetic body piercing.**
5. The scheme assesses the hygiene performance of the participating premises against criteria (known as the "Rating Schedule") based around good practice. The rating schedule has been devised using nationally recognised guidance including the Tattoo and Body Piercing Toolkit produced by the Chartered Institute of Environmental Health (CIEH). The Rating Schedule for the scheme is available at Appendix 1.

Please note there are additional requirements contained within the CIEH Tattoo and Body Piercing Toolkit and other guidance which are not contained within the rating schedules.

6. Persons carrying on the business of the above treatments must be registered with the Local Authority under the Local Government (Miscellaneous Provisions) Act 1982. The premises at which this business is carried on must also be registered. Registration in accordance with the above act is a condition of entry to participate in the scheme.
7. Participation in this scheme is voluntary. An application to be included within the scheme constitutes acceptance of the scheme rules, as contained within this document. Participants in the 'Hygiene Accreditation Scheme' may withdraw from the scheme at any time (see 'withdrawal').
8. This scheme is to be adopted and implemented by Local Authorities.

Application Process

9. Where businesses wish to participate in the scheme, they shall apply through Nottingham City Council's website only. Please note, cash or cheque is not accepted.

The scheme shall only apply to the premises registered for the treatments included within the scope of the scheme and not to individual proprietors or operators at these premises.

10. The application shall be completed in full by the *proprietor* to the best of their knowledge and submitted to the Local Authority with the appropriate fee (see 'Fee'). The *proprietor* means a person registered under sections 14(1) or 15(1) of the Act and in overall control of the business.

Ratings

11. The ratings available range between "0" (Urgent Improvement Required) and "5" (Excellent), known as "rating bands". All criteria set for the rating band must be met to achieve that rating band i.e. to achieve a "5" rating; all clauses within bands "1" to "5" must be achieved. The rating bands are as follows:

- "0" – "Urgent Improvement Required"
- "1" – "Major Improvement Required"
- "2" – "Improvement Required"
- "3" – "Satisfactory"
- "4" – "Very Good"
- "5" – "Excellent"

Inspection and Participation in the Scheme

12. Proprietors have the opportunity to request assistance from the Local Authority before the initial inspection to facilitate compliance with the requirements schedule. Proprietors are encouraged to seek assistance from Local Authorities and implement practices required by the schedules in advance of the initial inspection. For this reason, proprietors should allow sufficient time before submitting the application to the Local Authority.

13. Upon receipt of the application, the Local Authority shall arrange to visit the premises to determine compliance with the requirements of the scheme as defined within the rating schedule. The inspecting officer reserves the right to undertake an unannounced inspection for this purpose.
14. The Local Authority will endeavour to visit the premises within one month from receipt of the application form.
15. All areas used for and ancillary to the provision of treatments within the premises shall be inspected during the initial inspection.
16. The inspecting officer from the Local Authority shall ascertain information during the inspection to determine an appropriate rating.
17. The Local Authority reserves the right to request information from participants at any time to enable them to review the rating applied to that premises.
18. Once the rating has been determined, the Local Authority shall provide the inspection findings and confirmation of the rating to the proprietor of the business in writing.
19. In addition to the inspection findings, the Local Authority shall provide the proprietor of the business a certificate and window sticker confirming the date of the inspection and the rating achieved. A “new” certificate and window sticker will be issued to the proprietor following an inspection to assess compliance with the schedule.
20. The certificate and window sticker will state the following information:
 - a. Name and address of the business;
 - b. The rating level achieved during the most recent inspection;
 - c. The name of the Local Authority issuing the rating;
 - d. The date on which the inspection was carried out;
 - e. The proposed re-inspection date – this shall be written as the month and year
21. The proprietor may display the certificate and window sticker within the premises to which the rating relates and cite this rating within any advertising material.
22. The Local Authority may display the rating achieved by the business and the date at which this rating was achieved within their webpages. Only premises within the Local Authority boundary who have applied to participate in the scheme shall be displayed.
23. The certificate and window sticker remain the property of the Local Authority and must be returned upon demand.
24. Once the Local Authority has confirmed the rating achieved in writing to the proprietor of the business, the rating achieved shall remain valid for the period defined within the inspection frequency for that rating band (see “Inspection Frequency and Fee” below) unless the proprietor applies for a re-inspection (see “re-rating”) or withdraws from the scheme (see “Withdrawal”).
25. Where a rating is no longer considered valid or is, in the opinion of the Local Authority misused or misrepresented, the Local Authority may at its discretion either re-rate the premises and issue a new certificate and window sticker or, if it deems it

appropriate, remove the premises from further participation in the scheme. This is in addition to any enforcement action which the Local Authority may feel appropriate to take under any other legislation.

26. Where enforcement action has been taken against a business, the Local Authority may, at its discretion, prohibit the business from further participation in the scheme.
27. Where complaints or allegations are received about hygiene practices at a business who is participating in the scheme, the Local Authority reserves the right to visit unannounced and investigate.

As part of this intervention, the Local Authority may re-rate the premises and take appropriate action where the rating previously achieved, no longer applies. This may involve altering or removing the rating. If the rating changes in this instance, the business shall not be charged for this re-rating.

Where the business is dissatisfied with the amended rating, the business shall request a re-rating and pay the appropriate fee (see below).

28. The Local Authority reserves the right to visit any premises which participates in the scheme, at any reasonable time to ensure the standards achieved are being maintained. The Local Authority may visit unannounced. The business shall not be charged for this visit.
29. Failure to re-apply or notify the Local Authority of their intention to remain or withdraw from the scheme within a reasonable timescale will result in the business being removed from the scheme.

Inspection Frequency and Fee

30. The following inspection frequency will apply for the respective bands determined following the initial inspection:

Rating	Inspection Frequency
0 & 1	6 months
2 & 3	12 months
4 & 5	24 months

31. The following fees shall apply:

Intervention	Fee
Application and Initial Inspection	£120 (inc VAT)
Request for Re-inspection and re-rating	£60 (inc VAT)
Renewal Fee	£120 (inc VAT)

32. The proprietor shall re-apply to be part of the scheme and pay the renewal fee at the expiry of the inspection frequency (see above). For example, a business who achieves a rating of "5" ("Excellent") shall re-apply 24 months from the date when this rating was achieved.

33. Where the business is re-rated, the proprietor shall re-apply to be part of the scheme and pay the renewal fee at the expiry of the inspection frequency achieved at the re-rating visit.
34. The fees required to register under the Local Government (Miscellaneous Provisions) Act 1982 are mandatory and do not qualify you to membership to the Hygiene Accreditation Scheme (HAS).

Re-rating

35. Where the proprietor considers the achieved rating no longer applies, the proprietor may apply to the Local Authority to be re-rated using the online application on Nottingham City Council's website.
36. Upon receipt of the re-rating application, the Local Authority shall confirm receipt of the form by telephone or email directly with the proprietor within 14 days.
37. The Local Authority shall process the application for a re-rating and arrange to inspect the premises to determine the most appropriate rating for the premises. Following the inspection, the inspection findings and rating shall be communicated to the proprietor in writing.
38. This rating achieved during the re-visit shall apply until the next inspection is due as determined by the inspection frequency for that rating band unless the proprietor withdraws from the scheme (see "Withdrawal").
39. Only one application for a re-rating shall be accepted within any 12 month period.
40. Where the Local Authority is unable to carry out a re-rating inspection within a reasonable time for any reason, this shall be communicated to the proprietor.

Withdrawal

41. Where a business no longer wishes to participate in the scheme, the proprietor shall write to the Local Authority informing them of their wish to withdraw from the scheme enclosing the certificate and window sticker issued by the Local Authority.
42. The Business shall ensure that any advertising material identifying their rating and membership of the scheme is amended or withdrawn from the date that it notifies the Authority of its withdrawal from the Scheme.

Scheme Review

43. The scheme shall be reviewed by the Local Authority on a periodic basis to ensure the aims of the scheme are fulfilled and the scheme is fit for purpose.

Appendix 1 – Rating Schedules

Definitions

For the purpose of this rating schedule, the following definitions shall apply:

“The Act”	means the Local Government (Miscellaneous Provisions) Act 1982;
“client”	means any person undergoing treatment;
“operator”	means any person giving treatment, including a proprietor;
“premises”	means any premises registered under section 15(2) of the Act;
“proprietor”	means any person registered under section 15(1) of the Act and the person in overall control of the treatments undertaken at the premises;
“treatment”	means any operation of tattooing, semi-permanent skin colouring or cosmetic piercing;
“the treatment area”	means any part of the premises where treatment is given to clients;

Rating Level “0” – “URGENT IMPROVEMENT REQUIRED”

Any premises not achieving all of the requirements of Rating Level 1 shall be rated as Level 0.

Rating Level “1” – “MAJOR IMPROVEMENT REQUIRED”

To achieve a rating of Level 1, the premises must achieve **all** of the following requirements:

Cleanliness of Premises and Fittings

1. For the purpose of securing the cleanliness of premises and fittings therein a proprietor shall ensure that:-
 - (a) any internal wall, door, window, partition, floor, floor covering or ceiling is kept clean and in such good repair as to enable it to be cleaned effectively;
 - (b) any waste material, or other litter arising from treatment is handled and disposed of in accordance with relevant legislation and guidance as advised by the local authority;
 - (c) any needle used in treatment is single-use and disposable, as far as is practicable, or otherwise is sterilized for each treatment, is suitably stored after treatment and is disposed of in accordance with relevant legislation and guidance as advised by the local authority;
 - (d) any furniture or fitting in premises is kept clean and in such good repair as to enable it to be cleaned effectively;
 - (e) any table, couch or seat used by a client in the treatment area which may become contaminated with blood or other body fluids, and any surface on which a needle, instrument or equipment is placed immediately prior to treatment has a smooth impervious surface which is disinfected—
 - I. immediately after use; and
 - II. at the beginning of each working day.
 - (f) Where any table, couch, or other item of furniture used in treatment is not capable of being cleaned effectively, it shall be covered by a disposable paper sheet or other suitable disposable material which is changed for each client;
 - (g) no eating, drinking, or smoking is permitted in the treatment area and a notice or notices reading “No Smoking”, and “No Eating or Drinking” is prominently displayed there.
2. The proprietor shall ensure that treatment is given in an area(s) used solely for giving treatment.
3. The proprietor shall ensure that the floor of the treatment area is provided with a smooth impervious surface.

Cleansing and so far as is appropriate, the sterilization of needles, instruments, jewellery, materials and equipment

4. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, jewellery, materials and equipment used in connection with the treatment, an operator shall ensure that—
 - (a) any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in treatment—
 - a. is clean and in good repair and, so far as is appropriate, is sterile;
 - b. has not previously been used in connection with another client unless it consists of a material which can be and has been adequately cleansed and, so far as is appropriate, sterilized.
 - (b) any needle, metal instrument, or other instrument or equipment used in treatment or for handling such needle, instrument or equipment that touches a client is sterile;
 - (c) any jewellery used for cosmetic piercing is sterile;
 - (d) any dye used for tattooing or semi-permanent skin-colouring is sterile and inert at first use and used within the shelf life of the product;
 - (e) any container used to hold dye for tattooing or semi-permanent skin-colouring is either disposed of at the end of each treatment or is cleaned and sterilized before re-use.

5. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment, a proprietor shall provide—
 - (a) adequate facilities and equipment for—
 - a. cleansing; and
 - b. sterilization unless only pre-sterilized, disposable items are used.
 - (b) sufficient and safe gas points and electrical socket outlets;
 - (c) an adequate and constant supply of clean hot and cold water on the premises;
 - (d) clean and suitable storage which avoids contamination of the articles, needles, instruments and equipment.

Cleanliness, Personal Hygiene and Safety of Operators

6. For the purposes of securing the cleanliness of operators, the proprietor shall ensure that an operator—
 - (a) keeps their hands and nails clean and nails short;
 - (b) keeps any open lesion on an exposed part of the body effectively covered by an impermeable dressing;
 - (c) wears well fitting, powder free disposable gloves that have not previously been used with another client;
 - (d) wears a gown, wrap or protective clothing that is clean and washable, or a disposable covering that has not previously been used in connection with another client;
 - (e) cover or tie back hair that naturally falls across the face.

7. For the purposes of securing the cleanliness of operators, the proprietor shall provide—
 - (a) suitable and sufficient washing facilities appropriately located for the sole use of operators, including an adequate and constant supply of clean hot and cold water, soap or detergent; and
 - (b) suitable and sufficient sanitary accommodation for operators.
8. The proprietor shall draft and maintain a register of all operators working at the premises which shall include a photograph of the operator and their date of birth.

Rating Level “2” – “IMPROVEMENT REQUIRED”

To achieve a rating of Level 2, the premises must achieve **all** of the requirements within Rating Level 1 and all of the following requirements:

Cleanliness of Premises and Fittings

9. For the purpose of securing the cleanliness of premises and fittings therein a proprietor shall ensure that:-
 - (a) Animals are prohibited from the treatment area except for assistance animals.

Cleansing and so far as is appropriate, the sterilization of needles, instruments, jewellery, materials and equipment

10. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, jewellery, materials and equipment used in connection with the treatment, an operator shall ensure that—
 - (a) Petroleum jelly, creams or similar products which are applied to the clients skin are applied from single-use sachets, or are dispensed in a manner which will prevent contamination;
 - (b) Single use razors are used;
 - (c) The client’s skin is prepared using a 70% alcohol impregnated single use swab;
 - (d) Tattoo machines/motors and clip cords are covered with plastic which is renewed between clients and is disposed of appropriately;
 - (e) Elastic bands or needle runners are changed between clients and are disposed of appropriately;
 - (f) Tattoo stencils and marker pens are single-use and are appropriately disposed of after use;
 - (g) Plastic film wrap used to cover tattoos is clean and used straight from the pack and is secured by hypo allergenic tape.

Cleanliness, Personal Hygiene and Safety of Operators

11. For the purposes of securing the cleanliness of operators, the proprietor shall ensure:-
 - (a) All operators do not wear wrist watches, stoned rings or other wrist jewellery whilst undertaking treatments;
 - (b) Non-hand operated lidded bins shall be utilised as waste receptacles in treatment areas;
 - (c) Paper towel is accessible from a wall mounted dispenser adjacent to the wash hand basin(s);
 - (d) All wash hand basins are fitted with a waterproof splash back.
 - (e) A system is implemented to prevent cross contamination by cleaning equipment such as mops and cloths;

12. The proprietor shall ensure that:-
 - (a) Operators wear disposable, well fitting, powder free gloves that conform to EN374-1:2003 or EN374-2 which display a 'CE Mark';
 - (b) Operatives have access to one or more alternative glove where Natural Rubber Latex (NRL) is used;
 - (c) Operators do not wear Natural Rubber Latex (NRL) gloves for tattooing or procedures involving petroleum based lubricants;

13. The proprietor shall ensure that waste receptacles for sharps, conforming to UN3291 and BS7320 are available for use at all times by all operators.

Documentation

14. The proprietor shall ensure that all clients having treatments sign a consent form which shall include:-
 - (a) The full name, date of birth and address of the person having treatment;
 - (b) An assessment of medical history of the person having treatment;
 - (c) The name and signature of the operator carrying out the treatment;
 - (d) A description of the treatment given including area of the body

which shall be retained by the proprietor and be made available to the local authority upon request.

Equipment Safety

15. Where used, the proprietor shall ensure that all sterilization and cleaning equipment such as autoclaves and ultrasonic cleaners are operated in accordance with the manufacturer's instructions.

16. Where sterilization and cleaning equipment is used, the proprietor shall ensure:-

- (a) All sterilisation equipment is serviced in accordance with manufacturer's instructions and maintained at manufacturer specified intervals and periodically tested by the operator to ensure its efficient operation;
- (b) A valid certificate of insurance for all steam sterilisers as required by the Pressure Systems Safety Regulations 2000 shall be available upon request by the local authority;
- (c) The manufacturer's instructions for all sterilisation and cleaning equipment shall be on site at all times and available to the local authority upon request.

Competence of Operators

17. All operators shall be able to demonstrate their competence in their undertakings, namely:

- (a) Hand washing procedures;
- (b) Decontamination procedures;
- (c) Management of waste and sharps;
- (d) Use of personal protective equipment (PPE);
- (e) Procedures in the event of a needle stick injury;
- (f) Procedures in the event of a blood or bodily fluid spillage.

Rating Level "3" – "SATISFACTORY"

To achieve a rating of Level 3, the premises must achieve **all** of the requirements within Rating Levels 1 and 2, and all of the following requirements:

Cleanliness, Personal Hygiene and Safety of Operators

18. The proprietor shall ensure that arrangements are in place to ensure the collection and safe disposal of hazardous and offensive waste (where applicable) from the premises by a licenced waste contractor in accordance with relevant legislation.

Documentation

19. For the purposes of controlling the spread of infection, a proprietor shall maintain a record of all clients treated in the premises in accordance with current data protection legislation, which shall record:-

- (a) Name of the client
- (b) Address of the client
- (c) Date of birth of the client
- (d) Nature of treatment (consultation, tattoo initial appointment, follow up appointment etc)
- (e) Relevant medical history, health related questions and assessment including contraindications to treatment
- (f) Name of the operator giving the treatment

and be made available to the local authority upon request.

20. The proprietor shall ensure that all clients are provided with verbal and written aftercare advice that can be taken with them following the treatment. The written aftercare shall be in accordance with the sample aftercare forms within the CIEH toolkit.

Equipment Safety

21. For the purpose of ensuring the safety of operators, the proprietor shall ensure:-
 - (a) Material safety data sheets for all inks used on site shall be retained by the proprietor, be accessible to all operators and be available to the enforcement authority upon request;
 - (b) Batch numbers and/or invoice information of inks used on site shall be retained by the proprietor, be accessible to all operators and be available to the enforcement authority upon request;
 - (c) Batch numbers and/or invoice information of all needles used on site shall be retained by the proprietor, be accessible to all operators and be available to the enforcement authority upon request.
22. The proprietor shall ensure that any records of maintenance, servicing, testing and operating cycles must be retained at the premises until the date falling six months after the equipment is destroyed or disposed of.
23. The proprietor shall ensure that all jewellery used is compliant with the current EU Nickel Directive.

Rating Level “4” – “VERY GOOD”

To achieve a rating of Level 4, the premises must achieve **all** of the requirements within Rating Level 1, Level 2, Level 3 and all of the following requirements

Cleanliness of Premises and Fittings

24. For the purpose of securing the cleanliness of premises and fittings, the proprietor shall ensure that a documented cleaning schedule is implemented, maintained and regularly reviewed where there is more than one operator.

Cleanliness, Personal Hygiene and Safety of Operators

25. The proprietor shall ensure that non-hand operated taps are installed at all hand wash basins.

Documentation

26. The proprietor shall ensure that all operators utilise a client record, compliant with the requirements of Level 2 and 3 respectively which also includes the following:-

- (a) A record of the brand and batch number of all inks used in the treatment;
- (b) A record of the brand and batch number of any needle, instruments, jewellery, materials or equipment which are required to be sterile before contact with the client's skin.

OR

The proprietor shall implement an equally suitable system which will enable inks, needles, instruments, jewellery, materials or equipment which are required to be sterile before use, to be traced from the client to the manufacturer.

- 27. The proprietor shall ensure that all operators verify the date of birth for all clients having a tattoo or body piercing on any genital area including nipples, using an approved identity document e.g. photo card drivers licence, passport or proof of age card bearing the PASS hologram. A copy of the approved identity document shall be attached to the client consent form.

Rating Level “5” – “EXCELLENT”

To achieve a rating of Level 5, the premises must achieve **all** of the requirements within Rating Level 1, Level 2, Level 3, Level 4 and all of the following requirements

Immunisation

- 28. All operators shall undergo a full course of Hepatitis B vaccine unless the operator has refused. Where the operator has refused, the proprietor shall prepare and require the signature on a disclaimer/waiver form.
- 29. The proprietor shall ensure that a record of the vaccination status of every operator is retained and available upon request by the local authority.

Management System

- 30. The proprietor shall produce written procedures, proportionate to the size of their undertaking, which include:
 - (a) Hand washing procedure;
 - (b) Cleaning policy and rota;
 - (c) Decontamination procedures;
 - (d) Management of waste and sharps;
 - (e) Management of blood and bodily fluid spillages including the provision of spill kits;
 - (f) Emergency Operating procedures for clients undergoing treatment including the provision of first aid;
 - (g) Use of personal protective equipment (PPE);
 - (h) Needle stick injury procedures;
 - (i) Immunisation of all operators

31. The proprietor shall ensure that evidence to demonstrate that all operators and any other persons involved in the maintenance of hygiene and safety standards associated with the treatment process have been suitably trained in the written procedures required by requirement 30. This shall be retained on site and be available upon request by the Local Authority.

Insurance

32. The proprietor shall maintain a form of Public Liability Insurance.

Audit

33. The proprietor shall have procedures in place to audit and review practices and the implementation of their policies and procedures on an annual basis. Evidence of an audit and any resulting actions plans shall be retained and made available to the local authority upon request.

NOTTINGHAMSHIRE'S SMOKEFREE SUMMER INITIATIVE

1.0 Purpose of the Report

- 1.1 To provide the Leisure and Environment Committee with details about the 2016 Newark and Sherwood Smoke Free Summer pilot project.
- 1.2 To Seek Member support for Newark and Sherwood District Council moving forward and formally supporting the Smoke Free Summer initiative.

2.0 Background

- 2.1 Smoking is still the primary cause of preventable illness and death, causing 96,000 deaths each year in the UK. About half of all life-long smokers will die prematurely. The aim to 'Reduce the number of people who smoke'; is one of the twenty priority areas listed in Nottinghamshire County Council's Health and Wellbeing strategy.
- 2.2 Whilst the numbers of smokers has declined since the introduction of the health Act 2007 which prevented smoking in enclosed public spaces, we find that two thirds of smokers start before the age of 18, pinpointing a key intervention opportunity during childhood.
- 2.3 Children and young people are highly influenced by the attitudes and behaviour surrounding them. Smoking cessation services were called into a Newark primary school five years ago, after discovering that children as young as six were experimenting with cigarettes. As a year group, children were asked about their experiences and views with regard to smoking. Almost half said that they lived in a home where an adult smoked. Of those children, many said that they would take up smoking when they were older. Some of the reasons being: that's what you do when you're an adult; my dad smokes and I want to be like him; that's what you do when you go the pub for a drink.

3.0 Introduction

- 3.1 It is clear that exposure to smoking behaviour can strongly influence a young person and so Smoke Free Summer seeks to remove that exposure, and in turn 'de-normalise' the habit, in the hope that we will one day achieve a 'smokefree generation'.
- 3.2 Smokefree Summer began in 2015 at Nottingham City's Summer Beach. This was an initiative that sought a voluntary ban on smoking at this event which was very family orientated. This was very well received by parents and subsequently adopted by Nottinghamshire County Council with a view to district-led roll out.
- 3.3 Members may recall that NSDC introduced a voluntary playpark smoking ban in 2015, using emotive signage designed by local school children. This has been well received by parents, smokers and non-smokers alike. Smokefree Summer builds on the work already undertaken.

- 3.4 Newark and Sherwood DC piloted the initiative last year at a small number of events. The idea behind the pilot was to gauge both the reaction of event organisers as to whether they would be willing to support the initiative and also to seek views from people attending the events on how they felt about the initiative.
- 3.5 The pilot events included Newark Half Marathon, Sconce Fest, Vicar Water Fun Day as well as a number of children's outdoor play days organised by Newark and Sherwood Play Support Group. Where possible details of the Smoke Free Summer Initiative were included in the promotional literature sent out by the organisers, and this was further supported by signs at the events. Examples of the signs used are attached as Appendix 1.
- 3.6 The feedback from both organisers and attendees was very positive. Early indications are that there are many more events willing to adopt the initiative in 2017.

4.0 The Smoke Free Summer Initiative

- 4.1 Smokefree Summer aims to make children's and family events smokefree across Nottingham and Nottinghamshire. This means asking smokers not to light up in front of children. A wide range of partners across the city and county are working together to create smokefree zones at summer events, especially where children are present.
- 4.2 The benefits of the Smoke Free Summer Initiative are set out below.
- Provide positive smokefree role models for children and young people
 - Reduce their exposure to smoking so it's not seen as a 'normal' activity
 - Increase the number of designated outdoor smokefree areas across Nottingham to de-normalise smoking for adults
 - Reduce the environmental and financial impact of littering of cigarette butts and packets.
 - Empower parents and carers to speak up and be more vocal about not wanting their children to be around smoking
- 4.3 There is evidence to show that public support for the extension of smokefree public places continues to increase and, in particular, any activities that protect children from the harmful effects of smoking. Continuing support for smokefree playparks provides a strong foundation on which we can build. Newark and Sherwood playparks went smokefree in the summer of 2015, with much support for the move. Local events provide another avenue to promote the smokefree message. A number of events in 2016 supported the initiative with in Newark and Sherwood and went Smokefree, again with positive reaction from parents and coverage from the local press.
- 4.4 Smokefree Summer is mostly self-enforcing as there are no laws stopping people from smoking in open spaces. Event organisers agree to support the initiative and where possible they promote their support of the scheme. Temporary signage will be provided to each event informing visitors that the event supports Nottinghamshire's Smokefree Summer and asking them to move away from families and children if they wish to smoke. A contact number for Smokefreelife Nottinghamshire (the county smoking cessation services) is included for those thinking about quitting. Where appropriate volunteers and marshals will be briefed about the scheme and will ask smokers to move away if they are seen smoking in amongst the main event.

4.5 By promoting Smokefree Summer we hope to further reduce the number of people lighting up in public and encourage take up with professional smoking cessation services. We hope to reduce the number of children taking up the habit and further protect them from the effects of second-hand smoke. We would also like to empower parents to challenge smoking behaviours in child and family designated events/areas.

5.0 Proposals

5.1 It is proposed that Newark and Sherwood DC acknowledges the importance of the initiative in terms of protecting children and reducing the number of current and future smokers and confirms their support by setting the precedent where by all NSDC events will support the initiative by default. NSDC will also encourage any appropriate events coming through the Safety Advisory Group to consider supporting Smoke Free Summer.

5.2 It is further proposed that the Health Improvement Officer based within Environmental Health and Licensing Business Unit works with the County Council and Town Councils to identify and liaise with suitable events within the Newark and Sherwood district.

6.0 RECOMMENDATION that:

- (a) Members are asked to note the success of the pilot Smokefree Summer initiative at events across 2016;**
- (b) Support the formal adoption of the Smoke Free Summer Initiative within Newark and Sherwood;**
- (c) Promote the Smoke Free Summer Initiative at all appropriate Newark and Sherwood District Council events; and**
- (d) Officers work with the County Council, Town Councils and other local organisations to identify and support the initiative within the Newark and Sherwood District.**

Reason for Recommendation

To support the County Council's Health and Wellbeing Strategy and its priority for reducing smoking prevalence

Background Papers

Nil

For further information please contact Alan Batty – Business Manager on 655467

Karen White
Director - Safety



NEWARK &
SHERWOOD
DISTRICT COUNCIL



SMOKEFREE
SUMMER

This event supports Nottinghamshire's Smokefree Summer

**If you wish to smoke, we ask that you
do so away from children and
families.**

Thank you

For free and professional support to quit smoking,
contact **Smokefreelife Nottinghamshire** on

0800 246 5343 or text **QUIT** to **66777**

HAWTONVILLE COMMUNITY CENTRE UPDATE

1.0 Purpose of Report

- 1.1 To provide the Committee with an update on the current position relating to the operation of Hawtonville Community Centre and progress being made with the management arrangements.

2.0 Background Information

- 2.1 The Council adopted an 'Asset Transfer Corporate Principles Policy' at its Cabinet meeting on 4 December 2008. This Policy outlines a framework to enable the potential transfer of the Council's community centres and village halls to suitable organisations in accordance with government priorities such as the Local Government Act (2000), the Government White Paper on 'Strong & Prosperous Communities (2006) and the Quirk Review – 'Making Assets Work: Community Management and Ownership of Public Assets' (2007).
- 2.2 Following the adoption of the Policy the Council has successfully transferred the ownership of Coddington Community Centre, Edwinstowe Village Hall and Millgate Community Centre. Fernwood Village Hall and Rainworth Village Hall are currently subject to ongoing discussions with the respective Parish Councils. However, the two remaining community centres in Newark, Bridge Community Centre and Hawtonville Community Centre are not currently subject to any discussions regarding potential transfers.
- 2.3 Whilst the Bridge CC has a management committee in place responsible for the Centre's day to day operation, Hawtonville no longer has such a dedicated resource and its proposed management arrangements are outlined below.

3.0 Hawtonville Community Centre

- 3.1 The report presented to Committee at its meeting 13 March 2017 provided a summary of the key outcomes of the Hawtonville Neighbourhood Study and the current position with the community centre.
- 3.2 As noted in the March meeting, positive discussions were ongoing with Newark and Sherwood Homes (NSH) to undertake the role of managing the community centre, which is closely aligned to the resource and function that NSH has put in place to deliver its community development work across the Hawtonville estate.
- 3.3 NSH has now commenced the process of managing the community centre, consulting closely with the Community Projects Manager, and has made contact with a range of stakeholders to improve the usage of the centre on a more sustainable basis. Agencies and groups interested in using the centre for either office space or community engagement include, Nottinghamshire Police, Nottinghamshire County Council Youth Services, Health Services, Remploy and the local allotment group.

- 3.4 The community centre currently has four regular bookings:

- ***Mondays 8.30am – 1.00pm: Everyone Health***
This is a healthy living drop in service, currently attracting around 20 people per week.
- ***Mondays 2.00pm – 3.15pm: Aerobics Class***
This is an established ladies exercise group which is operated on a commercial basis and runs during the Autumn/Winter period each year and is reasonably well supported.
- ***Monday/Tuesday/Wednesday/Friday – 5.00pm to 7.15pm and Saturday - 9.00am to 5.00pm Elaine Varney School of Dance***
This is a long established school which has relocated to the centre and provides dance instruction and examination for local children.
- ***Thursdays 1.15pm – 3.15pm: Bible Class***
This is a relatively new a booking and although small in numbers initially it is hoped that it will attract more people over and become a regular booking.

3.5 In addition there are a number of new groups that have started to use the centre including drumming sessions for Syrian refugees, a one-to-one alternative education session and the Duke of Edinburgh Awards scheme is planning to relocate to the centre from September/October at the same time that a voluntary youth club will be established in partnership with the Reverend Paul Franklin and suitably trained volunteers from Christ Church, Newark.

3.6 NSH has also organised a stakeholder event on Thursday 22 June 2017 at the community centre. The key purpose of this event is to engage with the local community to recruit the ‘fledgling’ management committee for the centre. It is badged as a ‘Spruce up your Garden’ event to encourage locals to maintain their gardens to an acceptable standard with support from NSH and the local allotment group. A verbal update will be provided at the Committee meeting to advise Members on the outcome of this event.

4.0 Proposals

4.1 The Committee is asked to note the contents of the report and the progress being made to secure the operational management function for the Hawtonville community centre to maintain a sustainable budget position. A management fee will be paid to NSH, on a costs recovery basis. This is to cover the costs incurred by NSH undertaking the management of the community centre on the Council’s behalf. It is proposed that this will be arranged through a small variation made to the Management Fee paid by the Council to the Company annually for the housing management and other related services that it undertakes on behalf of the Authority. The calculations for the fee are currently being finalised and the figure will be reported verbally to the Committee.

4.2 Officers will continue to assess further options to maximise usage at the community centre as they arise and report to Members on progress.

5.0 Equalities Implications

- 5.1 The Devon Ward and Hawtonville area profile shows a relatively homogenous community (94% of residents were born in the UK) albeit with a significant distribution of ages, from a mean of 46 in the Belmont Road/Bailey Close area compared to a mean age of 29 in the Staunton Road/Montgomery Road area.
- 5.2 Decisions arising from discussions, where applicable would be subject to further equalities reviews, including equality impact assessments, preferably undertaken with the local community.

6.0 Impact on Budget/Policy Framework

- 6.1 It is anticipated that if the new management arrangements with the Company for the Hawtonville community centre are implemented the overall net budget position should become more sustainable, based on marginal increases in operating costs offset by increased income from user groups.
- 6.2 At this stage it is difficult to estimate income levels, but by having a focussed management function this should deliver new users to the centre, improve utilisation of the asset and benefit the wider local community.

7.0 Comments of Business Manager & Chief Financial Officer – Financial Services

- 7.1 There is provision within the Council's 2017/18 budget for basic running costs for the centre. Any arrangement that improves the income generated should reduce the cost to the Council.

8.0 RECOMMENDATION that:

- (a) the contents of the report and progress being made to secure the operational management function for the Hawtonville Community Centre to increase income/usage of the centre and reduce the Centre's operational deficit and cost to the Council be noted; and
- (b) the fee of £xx payable to Newark and Sherwood Homes to cover their costs in managing the Centre on the Council's behalf be agreed and a recommendation made to the Policy and Finance Committee that it approve this minor variation to the Company's overall Housing Management Fee.

Reason for Recommendations

To review the budgetary position and sustainability of the Hawtonville community centre.

Background Papers

For further information please contact Andy Hardy, Community Projects Manager, on 01636 655708 or Rob Main, Business Manager – Strategic Housing, on 01636 655930.

Andy Statham
Director – Community

Karen White
Director - Safety

ACTIVE4TODAY – ANNUAL REPORT, 2016/17 AND FORWARD PLAN

1.0 Purpose of Report

1.1 This report is to update the Committee on the performance of Active4Today for the financial year ending 31 March 2017 and to consider plans for 2017/18.

2.0 Background Information

2.1 Active4Today is the Council's wholly owned leisure company, which was created to provide leisure and sports development services on the Council's behalf. The Company has now completed its second year of trading and is obliged to report its annual performance to the Leisure and Environment Committee, which is responsible for setting the strategic direction of the Company.

2.2 The appendices to this covering report contain:

- The 2016/17 annual report provided by Active4Today
- Final Accounts outlining the period of trading by Active4Today (Appendix I)
- An overview of performance against the basket of indicators agreed by Leisure and Environment Committee (Appendix II).
- An overview of sports development activities (Appendix III)

3.0 Annual report

3.1 Members will see from the annual report that the Company has traded positively in 2016/17. The Company successfully decommissioned the Grove Leisure Centre and commenced new operations in the Newark Sports and Fitness Centre in April of last year and, in turn, this development has largely led to an increase in Company turnover and adult and children's memberships.

Overview of performance

3.2 Leisure and Environment Committee has overall responsibility for setting the strategic direction of the company through the annual approval of the Active4Today business plan, which sets out the outcomes the Committee wishes the Company to work toward in return for a management fee. Performance is monitored through a framework agreed by Leisure and Environment Committee.

3.3 There are number of very positive messages which are contained in detail in Appendix II, with significant year on year increases in all nine indicators reported to Leisure and Environment Committee. These include 43% and 16% increases in the adult and children's membership bases, respectively, at the three leisure centre sites operated by the Company.

Overview of finance

- 3.4 During the period 1 April 2016 to 31 March 2017, the financial statement at Appendix I shows the Company recorded a net operating surplus of £10,046. Councillors will recall from the January meeting of this Committee that the decision was taken, following financial forecasting from the Company, not to pay an additional management fee of £124,876 which had previously been requested by the Company. Members will also note from the accounts that the Company has used money in-year from its repair reserve to fund works at the leisure centres which will fall in the 2017/18 financial year. As such, the net operating surplus of £10,046 after these two items are taken into account represents a strong financial performance from Active4Today in 2016/17.

4.0 Issues for Leisure and Environment Committee

Future funding

- 4.1 Members will note in the Active4Today, Annual Report 2016/17 that the Company has stated there are cost risks in 2017/18 in relation to utilities, pensions and employee costs, which the Company will seek to contain within its budget.
- 4.2 However, the Committee will also be aware that the savings which were forecast as part of the five-year business plan which established Active4Today are now at an end. There were savings forecast in the first year of operation from moving into the new Company structure from VAT and Business Rates whilst the second year of savings was predicated on the move to a new, larger leisure centre. The management fee paid to the Company in 2017/18 is £117,000, after which the fee is due to rise in line with inflation.
- 4.3 However, depending on the continued performance of the Company and the Council's future financial position, there could be scope to review the level of future management fees or to request additional services from the Company that align with the strategic direction the Committee wishes the Company to take. However, it would certainly be prudent for the Committee to follow the steps it took last year in requesting Active4Today to regularly update the Committee on its financial performance to date and its forecast position at year end.

Southwell Leisure Centre Trust

- 4.4 In addition to paying a management fee to Active4Today to operate leisure and sports development services, the Council also pays a cash sum to the Company to provide strategic management support to Southwell Leisure Centre Trust, as well as 'donating' a number of central services such as human resources and ICT.
- 4.5 The cash element the Council has paid to Active4Today for providing strategic management support to the Trust in 2017/18 is £94,680. Members will see from Appendix II that performance at Southwell has been largely positive with growth in both its adult and children's membership bases and there is recognition that the support from the Council helps to support a further leisure centre in the District. However, there would appear to be merit in opening a dialogue with both Active4Today and Southwell Leisure Centre Trust about the future arrangements in recognition of the fact that the Trust is the recipient of the Company's services.

5.0 Equalities Implications

5.1 There are no new equalities implications arising from this report.

6.0 Impact on Budget/Policy Framework

6.1 There are no budget implications for the Council contained in the report. Any future proposals will be considered when presented to the Committee.

7.0 RECOMMENDATION:

- (a) that the Committee note the positive performance of Active4Today in 2016/17;**
- (b) Active4Today provide the November Committee meeting with its latest in-year financial position and full year forecast in order that the Committee can begin to form judgements on the appropriateness of recalibrating the management fee payable in 2018/19 and future years; and**
- (c) that Leisure and Environment Committee identify three Councillors to take part in a dialogue with Southwell Leisure Centre Trust and Active4Today about the future arrangements.**

Reason for Recommendations

To ensure the Company is delivering the outcomes required by the Council in the most efficient and effective way.

Background Papers

For further information please contact Matthew Finch on Ext 5716.

**Matthew Finch
Director - Customers**

**LEISURE AND ENVIRONMENT REPORT
PERFORMANCE MANAGEMENT REPORT**

27th JUNE 2017

1.0 REPORT PURPOSE

1.1 To provide the Leisure and Environment Committee with the 2016/2017 final accounts for Active4Today Ltd and the performance outturn between the dates of 1st April 2016 to 31st March 2017.

2.0 FINAL ACCOUNTS

2.1 On 1st June 2015, Active4Today commenced operations as a Local Authority Trading Company. The aim of the Company was to provide and deliver the indoor and outdoor leisure offer for the Council, whilst operating as an independent company, registered with Company's House. The Company has now traded for two years.

2.2 As part of the presentation to the Leisure and Environmental Committee in November 2016, Members will be aware that Active4Today operates its Governance with the Council through a Board of Directors, whose role it is to manage the day to day operations of the Company. The Board comprises of Senior Members and Officers of Newark and Sherwood District Council. Whilst the Board manages the operations of the Company, the strategic direction is provided by Members of the Leisure and Environment Committee.

2.3 The process operates with the Leisure and Environment Committee agreeing a set of strategic outcomes for the company at the beginning of a new financial year and the company reporting on their progress throughout the year, in a bid to ensure the outcomes have been achieved. Although it has not occurred to date, in the event the outcomes cannot be met, an update will be provided on areas which have impacted on the Company and have affected the performance.

2.4 During 2016/2017, the outcomes set for the company were:

AIM	GOAL
Healthy and active lifestyles	<ol style="list-style-type: none"> 1. To achieve 5,000 direct debit members for the first year of operation at the Newark Sports and Fitness Centre 2. To project manage the delivery and installation of new fitness equipment for the Company's leisure facilities, including the Newark Sports and Fitness Centre and to decommission and dispose of the old fitness equipment across the Company's facilities.
Accessible facilities	<ol style="list-style-type: none"> 1. To deliver a range of activities in Ollerton, Blidworth and Hawtonville with an aspiration to engage with sections of the community in activities, where traditionally they would not have participated 2. To develop a programme of activities that is appropriate and accessible to all sections of the community

	3. To deliver refurbishments to the Dukeries Leisure Centre in Ollerton in line with the approved repairs and renewals programme, which will provide an improved customer experience and support the installation of the new fitness equipment
Financial viability	1. To reduce the controllable management fee to Active4Today Ltd, in line with the projected financial forecast of the Council

- 2.5 As reported to the Committee in January 2017, the Company has traded well during 2016/2017 with the highlight being the decommissioning of the Grove Leisure Centre and the completion and opening of the Newark Sports and Fitness Centre on 25th April 2016.
- 2.6 The Company has maximised the use of this new asset and it has been instrumental in achieving several of the outcomes above, set by the Leisure and Environment Committee, especially around the increase in direct debit membership, the diversity of activity for the community, the improvement in accessible facilities and the financial sustainability of the Company.
- 2.7 As a result the Company can report that the outcomes which commenced on 1st April 2016 and were agreed by the Leisure and Environment Committee have been achieved. This includes achieving membership sales at the Newark Sports and Fitness Centre of 6,261, which is 1,261 over the targeted figure. In turn the outcomes appertaining to the repairs and renewals work at the Dukeries Leisure Centre and the range of activities offered in and around Ollerton and Blidworth, by the Sports Development team of Active4Today have all been met.
- 2.8 At the Leisure and Environment Committee meeting in January 2017, Active4Today reported on the positive position of the Company regarding the take up of activity, the increase in income generation and the increase in visitor numbers. Although the Company had started from a position which was behind what was originally expected, due to the drop off in usage as the Grove Leisure Centre was decommissioned, the popularity of the new facility has been better than expected.
- 2.9 In view of this, the Company was able to exceed its income expectations, which in turn has resulted in a position where the Company has not drawn down the additional budgeted leisure centre management fee for 2016/2017, of £124,876 providing the Council with a saving for the year of this amount and achieving a 'nil' operating position for the Council's leisure centres.
- 2.10 This is an excellent achievement for the Council, who in 2011/2012, were subsidising its leisure centre offer to the value of £1,271,356. This achievement for the Council and Company has delivered financial sustainability for its leisure centres, with only the Sports Development element of the Company and the Southwell Leisure Centre Trust, requiring a management fee from the Council.
- 2.11 As reported to Members in January 2017, leisure centres must be maintained as part of the Active4Today lease and contract with the Council. To do this Active4Today make in year contributions to repairs and renewals to ensure there is sufficient finance available to

support the work. It is vitally important that for Active4Today to meet its income targets and in turn continue to meet its outcome set by the Council of a 'nil' operating balance, it can invest in the centres to maintain its income levels. The focus of repairs and renewals work provides schemes which maintain the aesthetics, plant, mechanical and engineering of the buildings, to provide safe and high quality facilities for the customers, in a bid to ensure that the migration of customers to competitors is minimised. In order to do this, sufficient balances must be maintained in the reserve fund to meet these works.

- 2.12 In view of this position, the Company continues to aim to achieve a reserve of £750K. This will seek to ensure the Company remains in a sustainable position and able to meet its financial and legal obligations to the Council.
- 2.13 As set out in January 2017, the Company expected a declared reserve of £187K at the end of March 2016/2017. This is approximately £560K short of the £750K target, which the Company is aiming to have in its reserves. However, it is not a requirement to achieve this full reserve in year 1, as a result of the investment already made within the leisure facilities; this total will be built up by the company over several, through in year contributions.
- 2.14 Attached at appendix I, are the final accounts for 2016/2017. The Committee are advised that it is very hard to draw any comparisons between the years 2015/2016 and 2016/2017. This is due to the accounts for 2015/2016 being for only 10 months of trading (due to the Company not commencing until 1st June 2015) and the 2016/2017 accounts being for 12 months of trading. In addition to this, the 2015/2016 accounts contained the Grove Leisure Centre which was in the process of being decommissioned and the 2016/2017 accounts including the Newark Sports and Fitness Centre. As the Committee will appreciate, very little finance was spent at the Grove Leisure Centre in the final 12 months of trading and in turn very few equipment items were purchased in readiness for the opening of the new site.
- 2.15 The Committee will see that the company declared a surplus of £10,046, which will support the reserve position, in line with the Company's policy.
- 2.16 At final account the company have declared reserves of £199,123, which is approximately £12K higher than expected and which was reported to the Committee during January 2017.
- 2.17 Salaries for the Company have increased by approximately 20%, which was to be expected with the opening of a new facility which is approximately 42% larger than the Grove. In addition, the Newark Sports and Fitness Centre has increased opening hours of approximately 7 hours per day, as the centre does not operate as a joint use facility. The activity programme for customers is substantially larger across the Company and now supports a membership base which has grown from 6,464 as at 31st March 2016 to 8,672 at 31st March 2017, an increase of 34%. This supports the outcomes of the business plan, which tasked the Company with increasing memberships, the outreach programme and in turn the activities for inclusion. Overall, turnover for the company has increased by 20% from 2016 to 2017, which has supported the sustainability of the business. As a result of the substantial amounts of finance involved, all expenditure and income is monitored closely by the Board and the senior management team on a regular basis.

2.18 Repairs and renewals have seen significant investment during the year; however, this has been slightly distorted as there was lower than expected repairs and renewals undertaken at the Grove Leisure Centre during 2015/2016, due to the decommissioning exercise in readiness for the move to the Newark Sports and Fitness Centre.

2.19 Major items of repairs and renewals within 2016/2017 included:

- New roof at Dukeries Leisure Centre
- Collapsed drainage at Dukeries Leisure Centre
- Replacement of failed male changing room floor at Dukeries Leisure Centre
- New signage at Dukeries Leisure Centre to support the improvements at the site, supporting income generation
- Additional storage at Newark Sports and Fitness Centre
- Additional bicycle shelter and associated structural works to provide an additional 25 spaces for customers at the Newark Sports and Fitness Centre
- Increased branding for the launch of the Newark Sports and Fitness Centre
- Improved connectivity across all leisure centres to support the installation of the new fitness equipment
- Turnstiles and reception improvements at Blidworth, which has supported a move to more automated facility, which now operates on minimal staff levels
- Associated items to support the installation of the new fitness equipment across all leisure centres, which included, customer kiosks and specialist flooring for the fitness suites
- Internal redecoration of all sites

2.20 In addition to the items which have been undertaken in 2016/2017, the Company has made provision in the 2016/2017 accounts to meet several known repairs and renewals commitments identified for 2017/2018. This process is in line with accounts prepared in accordance with the provisions applicable to the 'small company's regime' and is in accordance with the Financial Reporting Standard for Smaller Entities, which allows for forthcoming commitments to be accounted for in year. The items which the Company has committed to undertake include:

- Tanking of the health suite at Dukeries Leisure Centre due to continual leaks
- Refurbishment of the health suite at Dukeries Leisure Centre once the remedial work is undertaken
- Refurbishment of changing facilities at Dukeries Leisure Centre
- Re-flooring at Dukeries Leisure Centre
- Additional car standing areas at Newark Sports and Fitness Centre due to increases in usage and income
- Re-sealing of all sports hall floors
- Improved lighting improvements under invest to save through using LED lighting
- Decoration of all facilities, dependant on usage and need

2.21 Members will note that £357 of Corporation tax has been paid by the company associated to the 2016/2017 accounts. This amount is for income achieved by the Company, which does not relate to its primary function. This represents the interest received from its investments and the tax has been duly paid.

- 2.22 During 2016/2017, an actuarial pension evaluation took place on the Company's pension fund. The valuation report received by Active4Today from Barnett Waddingham explained that due to several factors, the calculation on the pension fund and its liability was not sufficient for future years. As a result, an in-year payment of £33K has been levied on the Company to meet the estimated shortfall in the pension liability. This payment has been made from reserves as the Company had not budgeted for this amount; however, in future years (currently estimated at 20 years), this will be built into the in-year revenue budget.
- 2.23 Equipment purchases has increased in year, however, as stated above, this is also distorted, due to the unrealistically low spend on equipment during 2015/2016, as the equipment at the Grove was not replenished as would be expected. Items which have been purchased included:
- Furniture for the Newark Sports and Fitness Centre
 - Secure financial administrative storage for Newark Sports and Fitness Centre e.g. covering data protection
 - Advertising and notice boards for Newark Sports and Fitness Centre and Dukeries Leisure Centre
 - Gymnastics equipment for Dukeries Leisure Centre
 - Trampoline equipment for Dukeries Leisure Centre
 - Health and safety equipment, spinal boards, Evac chairs, defibrillators
 - Replacement Hydro bikes for the Newark Sports and Fitness Centre and Dukeries Leisure Centre
 - Maintenance equipment for Newark Sports and Fitness Centre e.g. ladders, tools, work benches
 - Cleaning machines for Newark Sports and Fitness Centre and Dukeries Leisure Centre
- 2.24 Although licenses appear to be higher in 2016/2017, this is a change of coding as previously licenses were contained within contractual services and are now in a stand-alone item.

3.0 PERFORMANCE REPORT 1ST APRIL 2016 TO 31ST MARCH 2017

- 3.1 Active4Today has monitored the performance of the Company against the agreed performance framework established when the Company was formed in 2015. During the year, the full performance framework was reviewed and a list of ten key indicators developed, to be reported to the Leisure and Environment Committee on a regular basis. Attached at appendix II is the suite of ten key indicators for 2016/2017. In addition, the main highlights have been extrapolated from this performance framework and are set out in the report below.
- 3.2 The Company has continued to create and offer a wide range of activities for all groups and has worked closely with community groups to introduce more people to physical activity at the centres. More details of these activities are included at Appendix III Sports Development report.
- 3.3 The participants attending the activities held in community settings have become Active Card holders and their participation can be monitored along with the key demographic data. The number of Active Card holders is steadily increasing, both for residents and non-

residents in the district. This is encouraged through a different pricing point for several activities if customers are not Active Card holders e.g. if customers take up an Active Card, they can get the activity at a reduced rate. The Company can then capture the data and the customer receives an improved value for money experience.

- 3.4 During 2017, A4T invested in a more robust, methodical, web based package for data collection. The system is fully automated, sending various reports to unique user 'dashboards' which are set up linked to their work areas and responsibilities i.e. finance, sales, usage, community demographics, sports clubs. The system will map data to health statistics, local demographics, socio economic groupings, overlaying the data held by A4T, enabling staff to monitor performance and benchmark against other providers.
- 3.5 This new system will enable staff to react much quicker to changes in customer habits and in turn will save significant amounts of time running manual reports on a monthly basis and inputting this into various other databases and spreadsheets.

KEY HIGHLIGHTS FROM 1ST APRIL 2016 – 31ST MARCH 2017

- 3.6 Throughout the year, the adult and children direct debit memberships have continued to offer very good value for money with the total across all sites exceeding its target of 7,678 by 994. Although the figure experienced a slight drop during March 2017, this is still a significant increase of 2,208 members compared to actual figure of 6,464 at 31st March 2016, with the actual number of members at 31st March 2017 being 8,672.
- 3.7 The capacity within children's courses across sites has increased and in turn the membership has increased. The target of 2,190 was exceeded with the actual figure achieved being 2,480; an increase of 290 children compared to the actual figure of 2,146 at 31st March 2016. The children's membership experienced a slight decrease in March 2017; however this has recovered at the beginning of quarter 1.
- 3.8 The number of GP Referrals received from health professionals has seen the most successful year to date since the scheme was set up in 1998 with 461 referrals received. This is a huge benefit to Active4Today and SLCT, building relationships with colleagues in the health service and demonstrating the positive link between participation in physical activity and the impact it has on public health.
- 3.9 Of the 461 referrals received, 63% went onto become Active members of the Company, benefiting from a 3 months subsidies direct debit membership, which is supported by 1-2-1 support from instructors within the fitness suite. This is an increase of 9% against the 2015/2016 position.
- 3.10 The number of user visits across the sites and on sports development outreach programmes for 2016/2017 has increased on the previous year from 927,728 to 1,274,605. This demonstrates the impact of the new centre within the community but also the work which has been undertaken to build the programmes, ensuring that all the centres are maximised to their full potential.
- 3.11 The number of user visits on sports development programmes in deprived areas has continued to be undertaken; however this work is extremely changeable throughout the

year due to the seasonality of the programme and the reliability of external groups. There are occasions when external groups have other commitments, experience staff shortages and inclement weather can impact on numbers attending with an average reduction in numbers of 25%.

- 3.12 The number of user visits under 16's has increased in 2016/2017 to 219,752 compared to the result in 2015/2016 at 143,118.
- 3.13 The number of user visits 16-18 years has also increased in 2016/2017 to 19,769 compared to 11,688 in 2015/2016.
- 3.14 The development of the website in the last year has proved to be successful with the number of web hits increasing by 180%. This has been supported by the Council's Communications Team who has continued to develop and advise the A4T and SLCT staff.
- 3.15 The number of user visits made by over 60's has increased in 2016/2017, up almost 8,000 on the previous year. This is due mainly to the opening of the new site at Newark with additional capacity during the daytime becoming available.

4.0 BUDGET IMPLICATIONS

- 4.1 Many of the indicators have budgetary implications; however these are in the main 'Known' implications, which have allowed the Company to budget for these as part of the 2017/2018 budgetary process.
- 4.2 However, there are three financial implications which will impact on the Company during 2017/2018 and which were not known when the development of the 2017/2018 budget process took place. These are:
- Utilities – Due to increases levied by the utility companies, Active4Today will experience increased costs within the year to the value of approximately £50K
 - Pensions – As a result of the Actuarial evaluation, an increase of £33K will have to be added to in year and future budgets
 - Real Living Wage – As a result of the increases with the 'Real Living Wage', more employee bands are now falling into this category. As a result, the estimated impact on the salaries budget for the year will be £12K.
- 4.3 To date the company is trying to manage these unexpected increases through increasing income and reducing expenditure, however, with an increase of approximately £95K over the budgeted finance, it is too early to assess if this can be contained within the budgets. Once a better understanding of this impact is known, further information will be provided to the Leisure and Environment Committee.

5.0 EQUALITY & DIVERSITY IMPLICATIONS

- 5.1 There are no equality or diversity issues. All information will continue to be available in a number of formats in line with access requirements and those set out in the equalities and diversity policy.

For further information please contact Andy Carolan – Managing Director via email on andy.carolan@active4today.co.uk

**ACTIVE4TODAY LIMITED
DIRECTORS' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017**

COMPANY LIMITED BY GUARANTEE

Tom Geraghty & Associates

Chartered Accountants and Business Advisors

38 North Gate
Newark-on-Trent
Nottinghamshire
NG24 1EZ

Active4Today Limited
Directors' Report and Unaudited Financial Statements
For The Year Ended 31 March 2017

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Active4Today Limited
Company Information
For The Year Ended 31 March 2017

Directors

Mr Andrew Muter
Mr David Lloyd
Ms Abbie Truswell
Mr Roger Blaney
Mr Andrew Carolan

Company Number

09477018

Registered Office

Newark Sports and Fitness Centre
Bowbridge Road
Newark
Nottinghamshire
NG24 4DH

Accountants

Tom Geraghty & Associates
Chartered Accountants and Business Advisors
38 North Gate
Newark-on-Trent
Nottinghamshire
NG24 1EZ

Active4Today Limited
Company No. 09477018
Directors' Report For The Year Ended 31 March 2017

The directors present their report and the financial statements for the year ended 31 March 2017.

The year to 31 March 2017 was the first full year of trading by the company as the previous period to 31 March 2016 was only 10 months. Due to generous support from Newark and Sherwood District Council a significant surplus was realised in the first 10 months of trading. The modest surplus shown in the accounts for the first full year to 31 March 2017 represents a realistic commercial outcome for the business, recognizing that we are a not for profit organisation.

Repairs and improvements, costing approximately £170,000 have been authorized and contracted for by 31 March 2017. The full cost has been reflected in the accounts for the year.

Statement of Directors' Responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing the financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors

The directors who held office during the year were as follows:

Mr Andrew Muter
Mr David Lloyd
Ms Abbie Truswell
Mr Roger Blaney
Mr Andrew Carolan

Small Company Rules

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

By order of the board

Date

Active4Today Limited
Accountant's Report
For The Year Ended 31 March 2017

In accordance with the engagement letter, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants for England and Wales (ICAEW) and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at year ended 31 March 2017 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Date

Tom Geraghty & Associates
Chartered Accountants and Business Advisors
38 North Gate
Newark-on-Trent
Nottinghamshire
NG24 1EZ

Active4Today Limited
Income and Expenditure Account
For The Year Ended 31 March 2017

	Notes	31 March 2017 £	10 months to 31 March 2016 £
TURNOVER		2,562,117	1,781,998
Administrative expenses		(2,782,374)	(1,960,136)
Other operating income		371,422	608,246
OPERATING SURPLUS		151,165	430,108
Income from other current asset investments		1,746	1,997
Irrecoverable VAT		(142,508)	(72,629)
SURPLUS BEFORE TAXATION		10,403	359,476
Corporation tax payable	4	(357)	(399)
SURPLUS AFTER TAXATION BEING SURPLUS FOR THE FINANCIAL YEAR		10,046	359,077
RESERVES			
Transfer to contingency reserve		5,810	119,692
Transfer to repair reserve		-	119,692
Transfer to development reserve		4,236	119,693
		10,046	359,077

The notes on pages 8 to 11 form part of these financial statements.

Active4Today Limited
Balance Sheet
As at 31 March 2017

		31 March 2017		10 months to 31 March 2016	
	Notes	£	£	£	£
CURRENT ASSETS					
Stocks	5	3,877		1,367	
Debtors	6	714,429		724,380	
Cash at bank and in hand		10,293		7,069	
		728,599		732,816	
Creditors: Amounts Falling Due Within One Year	7	(529,476)		(373,739)	
			199,123		359,077
NET CURRENT ASSETS (LIABILITIES)					
TOTAL ASSETS LESS CURRENT LIABILITIES					
			199,123		359,077
Pension actuarial surplus / reconciliation of reserves	8		-		-
			199,123		359,077
RESERVES					
Reserves:	Brought forward	Movement	Balance as at 31 March 2017	Balance as at 31 March 2016	
Contingency reserve	119,692	(22,828)	96,864	119,692	
Repair reserve	119,692	(119,692)	-	119,692	
Development reserve	119,693	(49,693)	70,000	119,693	
Other reserve	-	32,259	32,259	-	
Pension reserve	-	-	-	-	
TOTAL RESERVES	359,077	(159,954)	199,123	359,077	

For the year ending 31 March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board

Date

Active4Today Limited
Balance Sheet (continued)
As at 31 March 2017

The notes on pages 8 to 12 form part of these financial statements.

Active4Today Limited
Statement of Changes in Equity
For The Year Ended 31 March 2017

	Other reserves	Income and Expenditure Account	Total
	£	£	£
Surplus for year	-	10,046	10,046
Actuarial surplus	-	-	-
Other comprehensive income for the period	-	-	-
Total comprehensive income for the period	-	10,046	10,046
As at 31 March 2016 and 1 April 2016	-	359,077	359,077
Movement / adjustment	-	(170,000)	(170,000)
Surplus for the year and total comprehensive income	-	10,046	10,046
As at 31 March 2017	-	199,123	199,123

Active4Today Limited
Notes to the Unaudited Accounts
For The Year Ended 31 March 2017

1. Accounting Policies

1.1. Basis of Preparation of Financial Statements

The financial statements are prepared under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

1.2. Turnover

Turnover comprises the invoiced value of goods and services supplied by the company, net of Value Added Tax and trade discounts.

1.3. Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads. Work-in-progress is reflected in the accounts on a contract by contract basis by recording turnover and related costs as contract activity progresses.

2. Staff Costs

Staff costs, including directors' remuneration, were as follows:

	31 March 2017	10 months to 31 March 2016
	£	£
Wages and salaries	1,632,183	1,141,617
	<hr/>	<hr/>
	1,632,183	1,141,617
	<hr/>	<hr/>

3. Average number of employees

Average number of employees, including directors, during the year was as follows:

	31 March 2017	10 months to 31 March 2016
Office and administration	90	90
	<hr/>	<hr/>
	90	90
	<hr/>	<hr/>

Active4Today Limited
Notes to the Unaudited Accounts (continued)
For The Year Ended 31 March 2017

4. Tax on Surplus on Ordinary Activities

	31 March 2017	10 months to 31 March 2016
	£	£
UK Corporation Tax	357	399
Total Current Tax Charge	357	399
	31 March 2017	10 months to 31 March 2016
	£	£
Surplus on ordinary activities before tax	10,403	359,476
Breakdown of Tax Charge is:		
UK Corporation Tax	357	399
minus the following:		
Current tax charge for the period	357	399

5. Stocks

	31 March 2017	10 months to 31 March 2016
	£	£
Stock - finished goods	3,877	1,367
	3,877	1,367

6. Debtors

	31 March 2017	10 months to 31 March 2016
	£	£
Due within one year		
Prepayments and accrued income	6,792	-
Other debtors	16,687	97,030
Due from NSDC	690,950	627,350
	714,429	724,380

Active4Today Limited
Notes to the Unaudited Accounts (continued)
For The Year Ended 31 March 2017

7. Creditors: Amounts Falling Due Within One Year

	31 March 2017	10 months to 31 March 2016
	£	£
Bank loans and overdrafts	-	74,864
Corporation tax	357	399
Other creditors	523,119	287,964
Accruals and deferred income	6,000	10,512
	529,476	373,739

8. Pension actuarial surplus / reconciliation of reserves

	31 March 2017	10 months to 31 March 2016
	£	£
Actuarial surplus on pension	-	-

9. Pension Commitments

The company operates a defined benefit pension scheme through Nottinghamshire County Council. At 1 June 2015, all employees engaged by the company were transferred from Newark and Sherwood District Council to the company.

Barnett Waddingham have provided valuations of the fund and its liabilities at 31 March 2016 and 31 March 2017. These showed that the pension benefits were underfunded by £1,055,000 at 31 March 2016 and £2,805,000 at 31 March 2017 (an increase of £1,750,000).

The report stated that "While Active4Today had been given a share of assets on inception to fully funded liabilities on the ongoing basis, we were instructed to pool Active4Today with Newark and Sherwood District Council at the 2016 actuarial valuation. As the pooling arrangement means that both employers are essentially treated as one (and so completely share experience), Active4Today were re-allocated assets so that they had the same funding level on the ongoing basis as Newark and Sherwood District Council, and this is the primary reason for the "Other actuarial loss" on assets of £329k."

The accounts prepared for the 10 months to 31 March 2016 initially showed a pension asset of £426,000. As a result of the actuarial revaluation, carried out by Barnett Waddingham it is now recognized that there was no pension asset at that date. Accordingly the 2016 accounts have been restated to remove this asset and the corresponding pension reserve.

10. Related Party Transactions

Newark and Sherwood District Council

The company is limited by guarantee and the only shareholder is Newark and Sherwood District Council.

During the year, a management fee of £193,630 was received by the company from Newark and Sherwood District Council.

Funding of £140,250, previously held by Newark and Sherwood District Council, was received by the company during the year to spend on repairs and renewals for the buildings and sports development projects.

As at 31st March 2017 the company had a deposit of £690,950 with Newark and Sherwood District Council. This deposit earned a total of £1,755 during the year. Additionally, the company owed a total of £118,221 to Newark and Sherwood District Council at 31st March 2017. This liability is included in creditors.

Active4Today Limited
Notes to the Unaudited Accounts (continued)
For The Year Ended 31 March 2017

11. Receipts in Advance

Receipts in advance of £79,225 has been accounted for and comprises of various funds for use when the resource is required.

12. Financial commitments

Contracts with suppliers have been agreed for repairs and renewal work for the early spring/summer of 2017. This work includes building maintenance, repairs and new construction projects. As a result, contractors have already been engaged on these projects, resulting in a clear commitment to finance the projects by the company. The sums provided, £170,000, have been charged to repairs reserve.

13. Ultimate Controlling Party

The company's ultimate controlling party is Newark and Sherwood District Council.

14. General Information

Active4Today Limited Registered number 09477018 is a limited by guarantee company incorporated in England & Wales. The Registered Office is Newark Sports and Fitness Centre, Bowbridge Road, Newark, Nottinghamshire, NG24 4DH.

Active4Today Limited
Income and Expenditure Account
For The Year Ended 31 March 2017

	31 March 2017		10 months to 31 March 2016	
	£	£	£	£
TURNOVER				
Activo		1,592,519		1,090,826
Xperience		550,518		394,834
Wetside		229,512		119,893
Dryside		170,657		107,774
Other income		18,911		68,671
		2,562,117		1,781,998
 Administrative Expenses				
Staff costs	1,632,183		1,141,617	
Contractual services	51,776		33,116	
Freelance instructors	150,269		111,389	
Travel and subsistence expenses	102		13,165	
NSDC support charges	174,443		157,465	
Light and heat	161,957		153,050	
Water rates	21,924		34,873	
Cleaning	11,831		7,219	
Hire of facilities	26,376		22,684	
Pool chemicals	5,586		5,329	
Clothing and uniform	4,681		7,637	
Repairs, renewals and maintenance	260,871		73,457	
Insurance	33,958		48,326	
Equipment and badges	117,864		37,405	
Printing, postage and stationery	13,660		19,956	
Parish councils and voluntary bodies	15,433		11,260	
Advertising and marketing costs	41,351		17,294	
Telecommunications	2,986		2,871	
Accountancy fees	4,000		29,820	
Professional fees	3,667		24,460	
Licences	33,484		2,822	
Bank charges	7,303		3,162	
Sundry expenses	6,669		1,759	
		(2,782,374)		(1,960,136)
 Other Operating Income				
Management fee - Newark and Sherwood District Council	193,630		439,806	
Management fee - Southwell Leisure Centre	93,530		76,910	
Third party contributions	78,895		-	
Contribution from Nottinghamshire County Council - Joint Use Fee	-		64,269	
Reimbursement for repairs	-		25,568	
Vending commission	4,882		9,147	
Equipment sales	485		(7,454)	

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Active4Today Limited
Trading Profit and Loss Account (continued)
For The Year Ended 31 March 2017

	371,422	608,246
OPERATING SURPLUS	151,165	430,108
Interest from other current asset investments - unlisted	1,746	1,997
	1,746	1,997
IRRECOVERABLE VAT		
Irrecoverable VAT	142,508	72,629
	(142,508)	(72,629)
PROFIT BEFORE SURPLUS	10,403	359,476
Tax on Surplus		
Corporation tax charge	357	399
	(357)	(399)
SURPLUS AFTER TAXATION BEING SURPLUS FOR THE FINANCIAL YEAR	10,046	359,077

Active4Today Performance Indicators (incl SLCT)	ACTIVE4TODAY ONLY			SLCT ONLY			TOTAL			Commentary
	Mar-16	Mar-17	Growth (+) Decline (-)	Mar-16	Mar-17	Growth (+) Decline (-)	Mar-16	Mar-17	Growth (+) Decline (-)	
No. of User Visits	927,728	1,274,605	+37.39%	427,701	383,244	-10.39%	1,355,429	1,657,849	+22.31%	Number of user visits has increased due to the opening of the new site in Newark and the upgrading of fitness equipment in all sites. The company has also been extremely proactive during the year, developing the programmes to increase capacity and maximise the space available to increase usage. Usage at SLCT is slightly down, after investigation, this is in part down to the issues experienced with the technology at the facility, which would not allow members to sign in for activities. In addition, there had been an incorrect figure applied by the centre during 2015/2016 (approximately 30,000 additional users), which has provided a distorted figure for comparison basis.
No. of Leisure Centre user visits (Card Holders) - Female	230,063	330,741	+43.76%	118,603	122,048	+2.90%	348,666	452,789	+29.86%	The female participation has continued to grow throughout the year, due to the high levels of opportunities that specifically attract females.
No. of Leisure Centre user visits - Aged Over 60	56,559	64,681	+14.36%	32,051	31,327	-2.26%	88,610	96,008	+8.35%	This age group has increased due to more availability specifically at Newark during the day time as well as many more classes being available, outreach work with particular groups for older people and increased number of chair based classes and GP Referrals received.
No. of Leisure Centre user visits - Children (under 16)	143,118	219,752	+53.55%	83,104	91,678	+10.32%	226,222	311,430	+37.67%	The number of under 16's using the centres has increased particularly at Newark with swimming being a popular activity with this age group. In addition increased capacity on the children's swimming lessons and dry courses across all sites has been made available.
Live Leisure Centre Membership base (adults)	4,318	6,192	+43.40%	1,925	2,091	+8.62%	6,243	8,283	+32.68%	This has seen an increase across all facilities, however, the vast majority of these is, as a result of the opening of the Newark site.
Live Leisure Centre Membership base (children)	2,146	2,480	+15.56%	1,308	1,317	+0.69%	3,454	3,797	+9.93%	This has seen an increase due to the new site opening and the increased opportunities of daytime activity sessions.
No. of Leisure Centre user visits - Deprived areas	Figures not available split per company						34,148	40,837	+19.59%	This has seen an increase in the main due to the new site opening. In addition however, increased programmes have been delivered and participation monitored from people in these particular postcodes.
No. of individuals referred to Active4Today from a health professional - Attended Session	178	229	+28.65%	20	41	+105.00%	198	270	+36.36%	This is an increase on the previous year, due to the role of the Active Lifestyles Officer within the company. Confidence and trust has been built upon in the area amongst
No. of user visits on Sports Development programmes in deprived areas	Figures not available split per company						5,655	7,887	+39.47%	This indicator has increased due to the increase in coaching capacity and more sessions being offered. The sports development team are continually working to ensure these sessions become sustainable within the community and continue to take place with little support from the team.

**Performance Management Report 2016/2017
Sports Development update**

Club and Coach Development

The various Sports Councils and associations have gone from strength to strength during the year, with support provided to Fernwood, Southwell, Ollerton, Newark and Sherwood, Newark Schools and New Newark Youth Football League. These forums provide a platform for clubs to build relationships and gather information for individual and joint ventures, such as funding bids.

The Council's sports grant aid scheme, administered by A4T, has continued to be popular with clubs in supporting their projects and these have included contributions towards open days, events and developing participation. In total, £4292.50 has been committed to contribute towards the costs of volunteers obtaining coach and official qualifications. In addition, the scheme has also contributed £3000 through the Special Events and Projects Fund to projects in Winthorpe and Edwinstowe.

The sports development team successfully delivered the national programme 'Satellite Clubs' locally, developing links from clubs into secondary schools and enabling high quality coaches to deliver sessions to young people, in turn developing their club membership and participation. Further funding of £2900 has been secured to September 2017 for A4T to deliver the project during 2016/17. Currently, A4T are managing six satellite clubs across schools within the district.

In December 2016, the sports development team worked in partnership with NSDC and Radio Newark to plan, organise and deliver the 2016 Sports Awards. Over 50 nominations we received across the twelve categories. All of the awards were presented in club environments covering all corners of the district, with a live broadcast on the local radio.

Several courses have also been organised during the year, including Emergency Aid and Safeguarding. These courses ensure sports clubs and sessions are safe, run in line with regulations provided by National Governing Bodies. To ensure there are enough courses in the immediate area, the sports development team are now working alongside other districts and Sport Nottinghamshire to avoid duplication and increase efficiency with hosting courses.

Finally, 49 volunteers who live within the district have signed up to the VISPA volunteer scheme which continues to play a major role in developing coaches and employability skills. Many of these volunteers give up their time both in the A4T centres and in the community, helping improve the capacity people have of sport and physical activity and gain valuable experience.

Inclusion

The 3 year SAFE project offering activities in Blidworth, Boughton, Newark, and Ollerton, entered its final year and work undertaken on the sustainability of the sessions created. The sessions have all fallen in line with the Company's Inclusion Policy and had a small charge introduced in order to maintain the facility hire and payment of coaches. The recent performance data required by Sport England show the project has engaged with over 1,293 individuals up to March 2017 with the number of user visits being 13,810.

The team has secured £5,000 from Nottinghamshire County Council to deliver a project targeting children and young people in highlighted areas of high levels of anti-social behaviour and juvenile crime. This project will use sport and physical activity to educate and help prevent crime in those areas. Part of the project will also look to work with the Probation Service to use sport and physical to help rehabilitate ex-offenders that live within the district.

An additional £1,250 was received to launch and run a 'Special Olympics' programme for children and adults with a learning disability across Newark and Sherwood. This will launch with a schools programme across Ollerton in May.

A partnership with the Family Liaison Officer at Bishop Alexander Lead Academy Trust's has engaged children and families into physical activity within curriculum and afterschool activities. In addition a pilot project supported by volunteers at Newark Striders Running Club and Newark Mind has been developed. This will offer a 'Walk to Run' programme for parents and carers during the daytime when their children are at school, removing the issue of finding childcare. This will be delivered across as many schools as possible.

There have been a number of healthy lifestyles events held within schools, emphasising the importance of sport, physical activity and nutrition and the positive effects it can have on body and mind.

In November 2016, a programme of sessions in schools including the importance of being active were organised for 'Healthy Minds' week. This was a repeat of the activities held in 2015, building upon the successes and engaging 10 schools in total. The sessions also covered the importance of ensuring all schools cover mental health as a subject area, educating children about what is important for our mental health, building resilience and signposting to services for additional support.

We have run a series of in house training sessions for all staff within A4T covering basic disability awareness, dementia friends training and breast feeding friendly with support from District Council officers.

Active Lifestyles

The number of referrals received from health professionals has increased this year, as well as receiving referrals from surgeries within Newark and Sherwood, A4T now receive GP referrals from practices which border the Newark and Sherwood District, following some partnership work and promotion undertaken. The relationship with Everyone Health, local hospitals, local and private physiotherapists has been further established and they are now referring clients to the scheme therefore creating and maintaining a positive impact on health to those in the community.

The referrals vary from individuals recovering from operations to people with complex medical conditions.

The Phase IV Cardiac Rehabilitation groups have continued to grow, receiving referrals from Newark Hospital, Nottingham City Hospital and Kings Mill Hospitals. The groups offer individuals the opportunity to exercise in a safe environment with our specialist instructors.

The Strokeability has further developed with additional staff training delivered in the year. Classes now run at Dukeries, Blidworth and Newark, working in partnership with Nottinghamshire County Council who has funded equipment and training. Individuals who are recovering from a stroke and other neurological conditions are supported with the opportunity to exercise and include refreshments after the sessions, enabling them to share their experiences with each other.

The chair based exercise classes delivered throughout the district are a great opportunity for both older people and those who may suffer from the any other medical condition which may limit them in some way. The classes are a great way to help improve balance, co-ordination, muscular strength and flexibility and the team have been working in the community to promote the physical benefits of these classes which now run at Dukeries, Newark and Blidworth. Not only for those who would benefit from gentle exercise, these sessions are a social activity and offer the perfect setting to meet new people and make new friends.

A community based class has also been established in Bilsthorpe with free transport is provided from a local coach company, therefore giving those without transport the opportunity to attend and engage in physical activity.

The sites are fast becoming a venue for other agencies to deliver their services, working together to offer the initial intervention from a health professional and then the continuation of physical activity in the fitness suites. A Chronic Back Pain group use the studio at Newark as well as Everyone Health, the Nottinghamshire wide weight management scheme.