



22 August 2019

## CABINET – 2 SEPTEMBER 2019

A meeting of Cabinet will be held at 6.00pm on Monday 2 September 2019 in the Council Chamber, Town Hall, Rugby.

Adam Norburn  
Executive Director

### A G E N D A

#### PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 24 June 2019.

2. Apologies.

To receive apologies for absence from the meeting.

3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

***Note: Members are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.***

***Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.***

4. Question Time.

Notice of questions from the public should be delivered in writing, by fax or e-mail to the Executive Director at least three clear working days prior to the meeting (no later than Tuesday 27 August 2019).

**Growth and Investment Portfolio**

Nothing to report to this meeting.

**Corporate Resources Portfolio**

5. Finance and Performance Monitoring 2019/20 – Quarter 1.

6. Review of civic awards criteria – report of the Civic Honours Working Party.

**Communities and Homes Portfolio**

Nothing to report to this meeting.

**Environment and Public Realm Portfolio**

7. Light-touch review of parking at the Queen’s Diamond Jubilee Centre – report of the Environment and Growth Overview and Scrutiny Committee.

**The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report**

8. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of information defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.”

**PART 2 – EXEMPT INFORMATION**

**Growth and Investment Portfolio**

Nothing to report to this meeting.

**Corporate Resources Portfolio**

1. Democratic Services Restructure.

**Communities and Homes Portfolio**

Nothing to report to this meeting.

**Environment and Public Realm Portfolio**

2. Commercial Waste Officer.

**The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report**

3. Write Offs.

***Any additional papers for this meeting can be accessed via the website.***

The Reports of Officers (Ref. CAB 2019/20 – 3) are attached.

**Membership of Cabinet:**

Councillors Lowe (Chairman), Mrs Crane, Poole, Roberts, Ms Robbins and Mrs Simpson-Vince.

**CALL- IN PROCEDURES**

*Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.*

***If you have any general queries with regard to this agenda please contact Claire Waleczek, Democratic Services Team Leader (01788 533524 or e-mail [claire.waleczek@rugby.gov.uk](mailto:claire.waleczek@rugby.gov.uk)). Any specific queries concerning reports should be directed to the listed contact officer.***

*If you wish to attend the meeting and have any special requirements for access please contact the Democratic Services Officer named above.*

## Agenda No 5

### AGENDA MANAGEMENT SHEET

<b>Report Title:</b>	Finance & Performance Monitoring 2019/20- Quarter 1
<b>Name of Committee:</b>	Cabinet
<b>Date of Meeting:</b>	2 September 2019
<b>Report Director:</b>	Head of Corporate Resources and CFO
<b>Portfolio:</b>	Corporate Resources
<b>Ward Relevance:</b>	All Wards
<b>Prior Consultation:</b>	None
<b>Contact Officer:</b>	Jon Illingworth- Financial Services Manager
<b>Public or Private:</b>	Public
<b>Report Subject to Call-In:</b>	Yes
<b>Report En-Bloc:</b>	No
<b>Forward Plan:</b>	Yes
<b>Corporate Priorities:</b>	This report relates to the following priority(ies):
<b>(CR) Corporate Resources</b>	<input checked="" type="checkbox"/> To provide excellent, value for money services and sustainable growth
<b>(CH) Communities and Homes</b>	<input checked="" type="checkbox"/> Achieve financial self-sufficiency by 2020
<b>(EPR) Environment and Public Realm</b>	<input checked="" type="checkbox"/> Enable our residents to live healthy, independent lives
<b>(GI) Growth and Investment</b>	<input checked="" type="checkbox"/> Optimise income and identify new revenue opportunities (CR)
	<input checked="" type="checkbox"/> Prioritise use of resources to meet changing customer needs and demands (CR)
	<input checked="" type="checkbox"/> Ensure that the council works efficiently and effectively (CR)
	<input checked="" type="checkbox"/> Ensure residents have a home that works for them and is affordable (CH)
	<input checked="" type="checkbox"/> Deliver digitally-enabled services that residents can access (CH)
	<input checked="" type="checkbox"/> Understand our communities and enable people to take an active part in them (CH)

- Enhance our local, open spaces to make them places where people want to be (EPR)
- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

**Statutory/Policy Background:** Section 6.1 of the Council's Financial Standing Orders states that the Head of Corporate Resources:

Be responsible, in conjunction with the Executive Director and Heads for submitting periodic reports to Cabinet and Council during the year, indicating the anticipated financial position compared to original revenue and capital budgets indicating where expenditure is anticipated to exceed or income fall short of the budgeted amount by the margins agreed corporately for the purpose of budget monitoring.

**Summary:** This report sets out the anticipated 2019/20 financial & performance position for the Council based on data at Quarter 1. It also presents proposed 2019/20 budget adjustments for approval as required by Financial Standing Orders.

**Financial Implications:** As detailed in the main report.

**Risk Management Implications:** This report is intended to give Cabinet an overview of the Council's forecast spending and performance position for 2019/20 to inform future decision-making.

**Environmental Implications:** There are no environmental implications arising from this report.

**Legal Implications:** There are no legal implications arising from this report.

**Equality and Diversity:**

No new or existing policy or procedure has been recommended.

**Options:**

Members can elect to approve, amend or reject the supplementary budget requests listed at recommendation 2.

**Recommendation:**

- 1) The Council's anticipated financial position for 2019/20 be considered;
- 2) a supplementary General Fund capital budget of £30,000 for 2019/20 for the Corporate Asset Management System to be met from revenue contributions be approved; and
- 3) IT BE RECOMMENDED TO COUNCIL THAT -
  - (a) a supplementary General Fund budget of £98,000 for 2019/20 funded through the WSU Operational reserve for the additional support and redundancy costs for the Waste Management Service;
  - (b) a virement of £55,000 transferring salary budget from Communities and Homes to the Corporate savings target; and
  - (c) performance data included in Section 7 and Appendix 1 be considered & noted.

**Reasons for Recommendation:**

A strong financial and performance management framework, including oversight by Members and senior management, is an essential part of delivering the Council's priorities and statutory duties

**Cabinet - 2 September 2019**

**Finance & Performance Monitoring 2019/20 – Quarter 1**

**Report of the Head of Corporate Resources and CFO**

**RECOMMENDATION**

- 1) The Council's anticipated financial position for 2019/20 be considered;
- 2) a supplementary General Fund capital budget of £30,000 for 2019/20 for the Corporate Asset Management System to be met from revenue contributions be approved; and
- 3) IT BE RECOMMENDED TO COUNCIL THAT -
  - (a) a supplementary General Fund budget of £98,000 for 2019/20 funded through the WSU Operational reserve for the additional support and redundancy costs for the Waste Management Service;
  - (b) a virement of £55,000 transferring salary budget from Communities and Homes to the Corporate savings target; and
  - (c) performance data included in Section 7 and Appendix 1 be considered and noted.

**1. INTRODUCTION**

This is the first of the quarterly finance and performance monitoring reports for 2019/20, which combines finance (revenue and capital) as well as performance for General Fund (GF) and Housing Revenue Account (HRA). The year-end forecasts for 2019/20 are based on actual expenditure from 01 April 2019 to 30 June 2019 (Quarter 1) plus any known changes that have developed thereafter. The report also includes proposed 2019/20 budget adjustments which are recommended for approval by Members.

The key sections of the report are laid out as follows:

- Background- Section 2
- General Fund (GF) Revenue Budgets and Performance - Section 3 & Appendix 1;
- Housing Revenue Account (HRA) Revenue Budgets & Performance- Section 4 & Appendix 2;
- Capital Budgets - Section 5 and Appendices 1 (GF) & 2 (HRA);
- Budget Adjustments- Further details for approval- Section 6;
- Performance- Section 7 and Appendix 3

**Throughout the report, pressures on expenditure and income shortfalls are shown as positive values. Savings on expenditure and additional income are shown in brackets.**

## 2. BACKGROUND

In the first budget setting report for 2019/20 which was presented to Council in October 2018, an initial deficit of £346,000 was reported in terms of the General Fund revenue budget. This included service pressures, anticipated demand from homelessness following the increase seen in 2018/19 and ongoing inflationary commitments.

In order to reduce this variance and achieve a balanced budget, reviews were undertaken of services across the Council to find efficiencies and maximise income. As a result of the opportunities identified and progressed by officers, several key decisions were proposed to Members. Consequently, budgeted savings of £260,000 were approved in February 2019. Furthermore, in order to address the demand seen from homelessness, a Housing Acquisition Fund was approved by Council in December 2018, which contributed a saving of £218,000 to the overall budget.

The table below shows the position from the first budget report in October 2018 and the subsequent actions taken to balance the 2019/20 budget.

Description	Variance (£000s)
Initial budget gap at October 2018	346
Savings from Key Decisions	(260)
Saving from Housing Acquisition Fund	(218)
Other movements	132
<b>Final budget gap at February 2019</b>	<b>0</b>

The GF budget includes an annual Corporate Savings Target, to be met from savings through efficiencies and staff turnover. This was increased from £200,000 in 2018/19 to £300,000 in 2019/20 in recognition of the level of saving from vacancies seen in previous years. In addition to this, there is a further £43,000 budgeted to be realised from digitalisation savings this year.

Whilst the Council continues to make efficiencies and drive forward the key corporate priority of self-sufficiency, this does not take away from the significant challenges that are faced in future years as reported in the Medium-Term Financial Strategy that was published in April 2018. In order to mitigate the anticipated reduction in funding from business rates reset and fair funding in future years, an amount of £1.9m was budgeted to be put into the business rates equalisation reserve.

Another part of the Council's commitment to self-sufficiency is to reduce its overall level of debt and reliance on borrowing. In order to contribute towards capital schemes, the budget for Revenue Contribution to Capital (RCCO) was increased to £199,000 for 2019/20 to recognise this commitment with funding met via increases in New Homes Bonus (NHB) grant.

## 3. GENERAL FUND (GF) REVENUE BUDGETS

### 3.1 GF Overview and Key Messages:

The total approved General Fund budget is £16.995m. Based on the June 2019 forecast, it is anticipated at 31 March 2020 there will be a breakeven position.



Further details of portfolio variances and key performance indicators can be seen in Appendix 1.

This variance is made up of the following significant items-

- A pressure of £90,000 from GF portfolios; this is mainly due to a pressure of £204,000 within Environment and Public Realm due to reduced income from Car Parking and overspends within Waste services. There is also a saving of (£114,000) within Communities and Homes mainly due to vacancies within IT and reduced costs for temporary accommodation compared to budget.
- Following a review of Corporate items, it is forecast that Net Cost of Borrowing will result in a saving of (£98,000) compared to budget due to revisions in the use of cash-backed balances and more favourable interest rates. A pressure of £8,000 is forecast against the Minimum Revenue Provision (MRP) budget for the repayment of debt.

### **2019/20 Savings Target**

Total savings of £0.603m have been identified for 2019/20

- Corporate, Salary and Digitalisation savings - At Quarter 1, (£70,000) has been achieved towards the (£343,000) target. It is anticipated that this budget will be achieved by year-end so is rated as green.
- The remaining balance of planned savings in year is £260,000; £155,000 or 59% are on track to be delivered. The saving in relation to kerbside recycling is currently rated amber (at risk) due to a wider review of the waste service taking place.

The table below shows the anticipated balance in the GF Reserve at 31<sup>st</sup> March 2020 based on the forecasts at Quarter 1.

	<b>Forecast in-year change £000s</b>	<b>Balance £000s</b>
<b>GF Balance at 01 April 2019</b>		<b>(2,253)</b>
Contributions from GF reserve	66	
Supplementary Budget & In-Year Approvals	130	
Forecast variance at the end of 2019/20	43	
<b>Net amount to be taken from balances</b>		<b>239</b>
<b>Anticipated GF Balance at 31 March 2020</b>		<b>(2,014)</b>

Positive Figures: Contribution from Balances  
Figures in Brackets: Contribution to Balances

## **4 HOUSING REVENUE ACCOUNT (HRA) REVENUE BUDGETS:**

### **4.1 Context**

Housing Rents were set by Council on 5 February 2019, in the context of rent policy changes from government, most notably the imposition of 1% rent reductions for the period 2016/17 until 2019/20. Council responded to a consultation document on Social Rent policy for the period 2020/21 to

2024/25 in the autumn. Government has now confirmed that the application of a CPI + 1% annual rise will be allowed during this period.

### **Biart Place/Rounds Gardens**

Council has received three reports in 2018/19 concerning the condition and potential options for both Biart Place and Rounds Gardens. Recommendations have now been approved:

- Proceeding with the decant and demolition of the sites in addition to redevelopment design and procurement; and
- Installation of additional fire alarms at Rounds Gardens based on recommendations by the fire risk assessor and Warwickshire Fire and Rescue Service (upon the assumption tenants remain in the block for the duration of these works)

The structural findings in respect of the blocks at both sites, which account for almost 10% in total of the Council's HRA stock, were unanticipated. The measures required to respond to these findings will have an extraordinary impact on the HRA's financial resources, which will impact on its ability to meet to both current and emerging housing needs. In turn, this will have a potential impact on the General Fund, as unmet housing need has to be increasingly met via temporary accommodation. The Council has approached Central Government to establish what financial support they are able to provide to respond to these issues. In addition, a General Fund Housing Acquisition Fund of £13.000m was approved in December 2018 for capital investment in the provision of temporary accommodation. There will be a progress update report presented to Cabinet later this year on acquisitions.

As part of rent setting for 2019/20 Council also agreed to a recommendation that £3.713m previously set aside for the repayment of debt within the HRA medium term financial plan is now utilised as Revenue Contributions to Capital Expenditure.

## **4.2 HRA Overview and Key Messages**

The total approved HRA budget is £17.177m. Based on the June 2019 forecast, it is anticipated that the year-end variance at 31 March 2020 will be a pressure of **£49,000**. This variance is made up of the following significant items-

- An income shortfall of £161,000 predominantly related to the decant of properties at the Rounds Gardens site. As at 2 August 2019 39 flats are empty. It is anticipated that all properties at the site will be vacated by 31 March 2022 but the timing of the decant process will be driven by variable dynamic factors including the availability and suitability of alternative accommodation for tenants.
- Additional investment income attributable to the HRA of (£93,000) is forecast based on revised projections of interest rates and cash-backed balances.

The table below shows the anticipated balance in the Housing Revenue Account at 31 March 2020 based on the forecasts at Quarter 1.

	Forecast in-year change £000s	Balance £000s
<b>HRA Balance at 01 April 2019</b>		<b>(5,085)</b>
Supplementary Budget & In-Year Approvals	0	
Forecast variance at the end of 2019/20	49	
<b>Net amount to be added to balances</b>		<b>49</b>
<b>Anticipated HRA Balance at 31 March 2020</b>		<b>(5,036)</b>

Positive Figures: Contribution from Balances  
 Figures in Brackets: Contribution to Balances

## 5 CAPITAL

The latest approved capital programme (GF and HRA) is £35.586m. The forecast outturn as at 30 June 2019 is a pressure of **£109,000** against the budget.

### 5.1 General Fund Capital – Overview (Appendix 1)

The latest approved GF capital programme is £18.778m. The programme shows a forecast net variance to year-end of **£109,000**. Explanations for in-year variances are detailed in Appendix 1.

The variance is made up of the following key items;

- Expenditure at Long Lawford Sports Pavilion (£69,000). This will be met via a Section 106 contribution upon project completion.
- Software Licensing on the Corporate Asset Management System (£30,000). This will be met via a revenue contribution (see Recommendation 2)

### 5.2 Housing Revenue Account – Capital (Appendix 2)

The latest approved capital programme is £16.809m. The forecast outturn as at 30 June 2019 is a break-even position. However, several major projects, notably the surveying and design phases of the Biart Place and Rounds Gardens redevelopment schemes, are likely to require revised profiling of budgets as more detailed timelines are established during the autumn.

## 6. SUPPLEMENTARY BUDGET REQUESTS

As included within the recommendations section of this report, see below for further detail on the supplementary budget requests:

- 1) A supplementary General Fund capital budget of £30,000 for 2019/20 for the Corporate Asset Management System to be met from revenue contributions be approved. These costs initially formed part of the revenue budget for the year. As the costs have been defined as capital expenditure, they will be transferred to the Corporate Asset Management System project on the capital programme and funded from the revenue contribution to capital. The forecast spend is still in line with previous estimates.

- 2) A supplementary General Fund budget of £98,000 for 2019/20 funded through the WSU Operational reserve for the additional support and redundancy costs for the Waste Management Service.
- 3) A virement of £55,000 transferring salary budgets from Communities and Homes Portfolios to the Corporate savings target. This is due to forecast one off savings in employee related expenditure within the IT service.

## **7. PERFORMANCE SUMMARY**

The data for Quarter 1, 2019/20 can be seen in Appendix 3.

Training on the RPMS is available to Members and can be requested by contacting the Corporate Assurance & Improvement team. Training involves learning how to navigate the system, how to interpret the data and development of personalised performance dashboards. This can be arranged for a time to suit Members, either during the day or evening.

If you wish to request training or if there is specific piece of performance data not covered in the appendix on a particular subject matter that you wish to review, then please request a performance report from the Corporate Assurance & Improvement team by emailing [rpmssupport@rugby.gov.uk](mailto:rpmssupport@rugby.gov.uk).

**Name of Meeting:** Cabinet

**Date of Meeting:** 2 September 2019

**Subject Matter:** Finance & Performance Monitoring 201920- Quarter 1

**Originating Department:** Corporate Resources

**DO ANY BACKGROUND PAPERS APPLY**

**YES**

**NO**

## Appendix 1- Cabinet Summary as at June 2019- General Fund



### Revenue Forecasts - Key variance information

Portfolio	Current Net Budget £000s	Exp to date plus commitments £000s	Forecast Spend £000s	Employee Variance £000s	Running Cost Variance £000s	Income Variance £000s	Supplementary Budget/Virement Request £000s	Total Variance £000s	Reason for variance
Growth & Investment	2,956	2,137	2,962	11	(5)	0	0	6	Minor net variance
Environment & Public Realm	7,051	2,478	7,353	48	186	67	(98)	204	Key Variances- £85,000- Anticipated shortfall in Car Park income against budget, partly due to the impact of free evening and weekend parking. (£33,000)- Savings due to Licensing restructuring,  £222,000- A saving of £105,000 was attached to the proposal to implement kerbside only Refuse collections. Following a recent consultation together with analysis of narrow vehicle rounds, currently it is anticipated this saving may not be realised, therefore proposed service changes have been deferred. Further work is planned to analyse waste & recycling round structures & identify potential efficiencies. There is also a one-off pressure of £98,000 from interim consultancy work.
Communities & Homes	2,269	2,073	2,100	(68)	10	(110)	55	(114)	Key Variances- (£78,000) -Saving due to reduction in B & B and Nightly Self-Contained Accommodation, (£87,000) Savings in IT due to salaries- two vacant posts plus an officer working on capital schemes, (£25,000) Savings in Customer Support Services due to vacancies throughout the service, £22,000 in the Warwickshire Direct Partnership due to increased IT costs
Executive Directors	1,972	967	1,969	12	(13)	(3)	0	(3)	Minor net variance
Corporate Resources	1,002	(1,601)	999	(77)	117	(44)	0	(4)	Minor net variance
Corporate Items	1,745		1,655					(90)	Key Variances- (£98,000) Saving anticipated against Net Cost of Borrowing due to revisions in the use of cash-backed balances & more favourable interest rates.  £8,000- Pressure against MRP budget
<b>Grand Total</b>	<b>16,995</b>	<b>6,054</b>	<b>17,037</b>	<b>(74)</b>	<b>296</b>	<b>(90)</b>	<b>(43)</b>	<b>(0)</b>	

Head Count- Vacancies			
Portfolio	Budgeted FTE's 19/20	Actual FTE's at Q1	Vacant FTE's at Q1
Growth & Investment	61.19	56.90	(4.29)
Environment & Public Realm	169.34	154.85	(14.49)
Communities & Homes	96.45	83.13	(13.32)
Executive Directors	18.13	17.15	(0.98)
Corporate Resources	53.16	48.13	(5.03)
<b>Total</b>	<b>398.27</b>	<b>360.16</b>	<b>(38.11)</b>

### Capital Forecasts - Key variance information

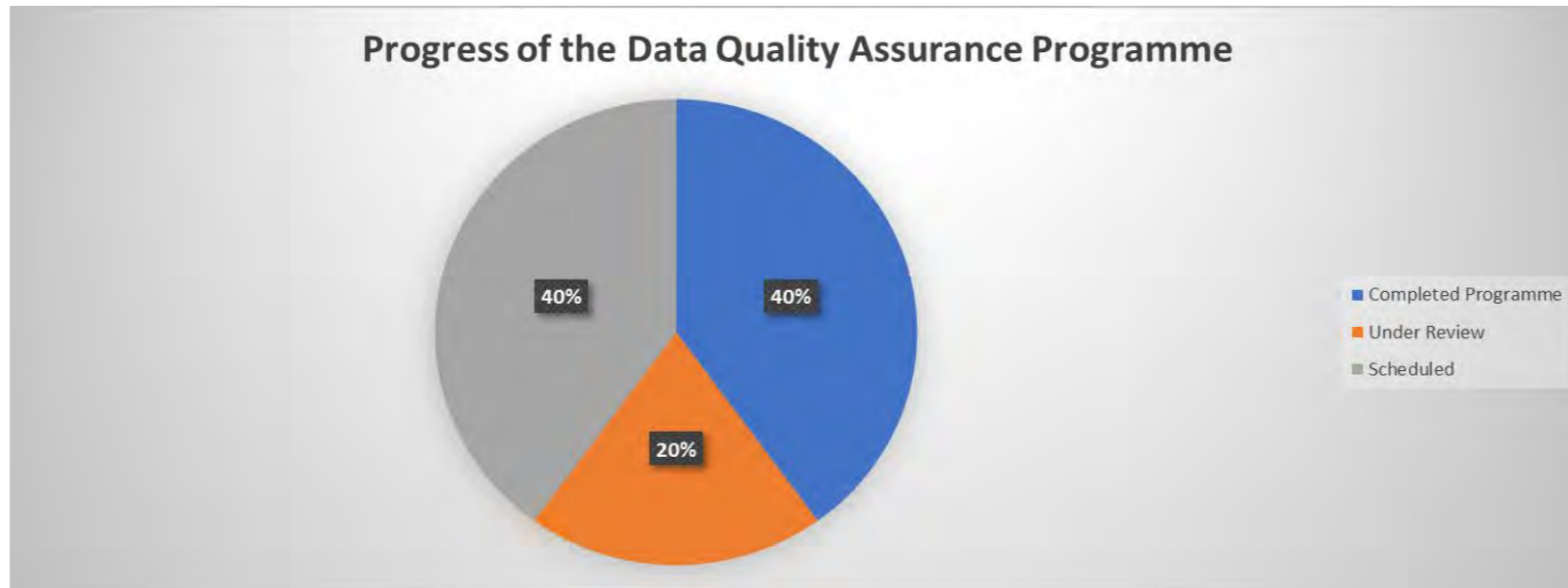
Portfolio	Original Budget £000s	Exp to date & commitments £000s	Full year forecast 2019/20 £000s	Total Variance £000s	Comments
Growth & Investment	0	0	0	0	
Environment & Public Realm	4,017	237	4,132	69	Long Lawford Sports Pavilion. A supplementary budget will be requested at year-end against Section 106 funding.
Communities & Homes	1,106	55	1,116	10	Variance relates to Digitalisation programme
Executive Directors	0	0	0	0	
Corporate Resources	13,609	317	13,639	30	Corporate Asset Management System.£30,000 pending supplementary budget to be funded from revenue
<b>Overall Total</b>	<b>18,732</b>	<b>610</b>	<b>18,887</b>	<b>109</b>	

### Delivery of Approved Savings 2019/20

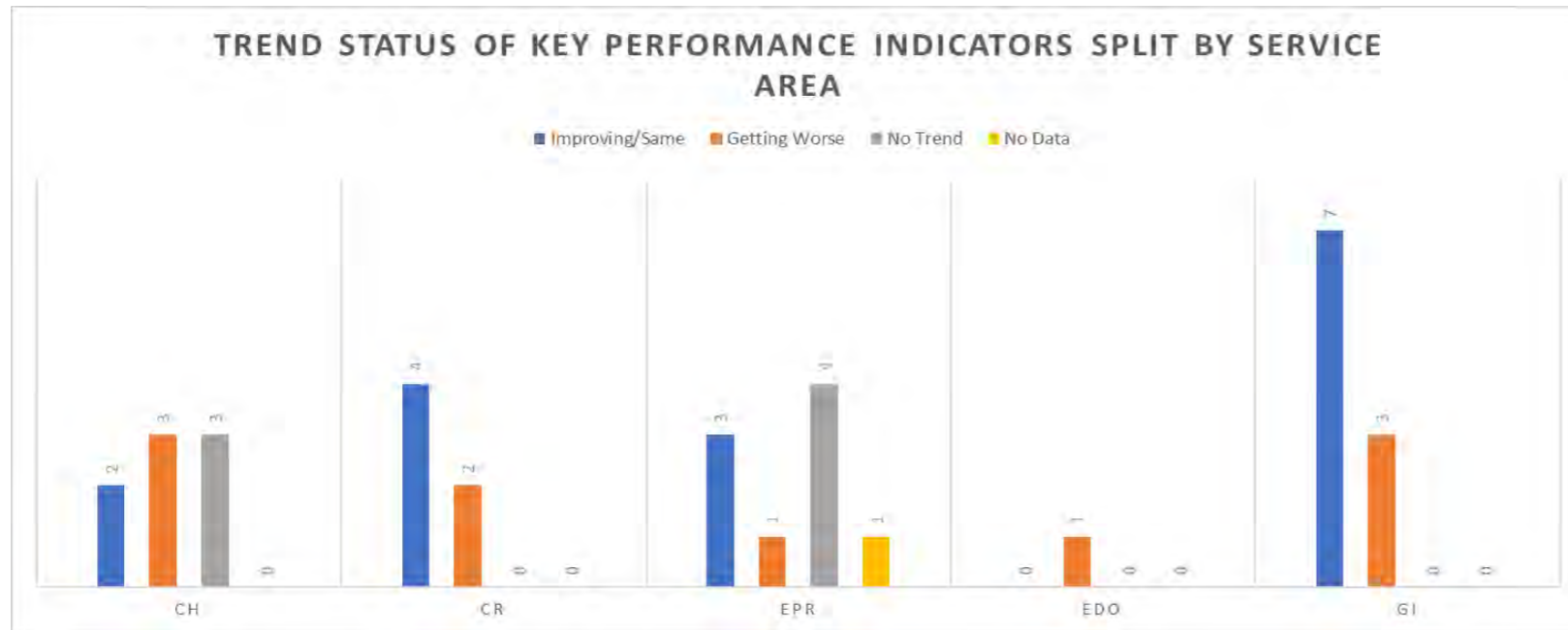
Service	At risk/On track	Budgeted Amount £000s
Refuse- Kerbside collections	At risk	(105)
Other Key Decisions	On track	(155)
Corporate & Digitalisation Savings	On track	(343)
<b>Total</b>		<b>(603)</b>

Performance Monitoring information

There are currently 34 Key Performance Indicators (KPIs) that are reported to Cabinet; please see Appendix 3. The Corporate Assurance & Improvement team are working with departments through the Data Quality Assurance Programme and the Performance Management section of the Audit Process to ensure that their indicators are relevant and accurate. 47% of the KPIs are showing an improving trend this quarter, 33% have shown an adverse performance trend and 20% do not have the trend information monitored or are baseline values on new indicators and have nothing to measure a trend against.



The Data Quality Assurance Programme has completed 8 reviews and 4 are currently underway. 2 reviews had to be postponed due to new systems being implemented but will be picked up at an appropriate time.



Councillors have begun to devise their own personalised performance dashboards within the Rugby Performance Management System (RPMS) and these are bespoke to the particular needs or interests of the Councillor. If you have not yet created your own dashboard then please get in touch with the Corporate Assurance & Improvement team on the email below. If you would like training on the RPMS and interpreting data then please contact [rpmsupport@rugby.gov.uk](mailto:rpmsupport@rugby.gov.uk) to arrange a session that suits you. This can be during core hours or with at least a week's advanced notice after core hours.

## Appendix 2- Housing Revenue Account (HRA) Financial and Performance Reporting as at June 2019

### Revenue Forecasts - Key variance info

Service	Current Budget £000s	Exp to date plus commitments £000s	Forecast Spend £000s	Employee Variance £000s	Running Cost Variance £000s	Income Variance £000s	Total Variance £000s	Reason for variance
Rent income from dwellings	(15,659)	(3,499)	(15,519)	0	0	139	139	
Rent income from land and buildings	(138)	(31)	(138)	0	0	0	0	
Charges for services	(1,047)	(242)	(1,002)	0	0	46	46	
Contributions towards expenditure	(163)	(39)	(187)	0	0	(25)	(25)	
<b>Total Income</b>	<b>(17,006)</b>	<b>(3,811)</b>	<b>(16,845)</b>	<b>0</b>	<b>0</b>	<b>161</b>	<b>161</b>	An income shortfall of £161,000 predominantly related to the decant of properties at the Rounds Gardens site. As at 2nd August 2019 39 flats are empty. It is anticipated that all properties at the site will be vacated by 31 <sup>st</sup> March 2022 but the timing of the decant process will be driven by variable dynamic factors including the availability and suitability of alternative accommodation for tenants.
Transfer to Housing Repairs Account	3,769	0	3,769	0	0	0	0	
Supervision & Management	5,722	3,274	5,703	68	(87)	0	(19)	
Rent, rates, taxes and other charges	5	0	5	0	0	0	0	
Depreciation and impairment	2,075	2,075	2,075	0	0	0	0	
Debt management costs	24	0	24	0	0	0	0	
Provision for bad or doubtful debts	61	0	61	0	0	0	0	
Total Expenditure	11,656	5,349	11,637	68	(87)	0	(19)	
HRA share of CDC costs	224	0	224	0	0	0	0	
Net cost of HRA services	(5,126)	1,539	(4,984)	68	(87)	161	142	
Interest payable and similar charges	1,532	0	1,532	0	0	0	0	
Interest and Investment Income	(171)	0	(270)	0	0	(99)	(99)	Additional investment income attributable to the HRA is forecast based on revised projections of interest rates and cash-backed balances.
Net Operating expenditure	(3,765)	1,539	(3,722)	68	(87)	61	43	
Contributions to (+) / from (-) reserves	52	0	52	0	0	0	0	
Revenue Contributions to Capital Expenditure	3,713	0	3,713	0	0	0	0	
<b>(Surplus) / Deficit for the Year on HRA Services</b>	<b>(0)</b>	<b>1,539</b>	<b>43</b>	<b>68</b>	<b>(87)</b>	<b>61</b>	<b>43</b>	

### Head Count- Vacancies

Budgeted FTE's 19/20	Actual FTE's at Q1	Vacant FTE's at Q1
103.13	89.41	-13.72



## Portfolio - Communities & Homes Service

N/A: This means that trends are not being monitored for this indicator.

BASELINE: This means this is the first instance of collecting and there is no comparator to provide a trend

**RED** = Improvement Required

**AMBER** = Within Accepted Tolerance

**GREEN** = Improving or No Change

Performance Indicator	Service Area	Current Value	Short Trend
<b>Number of affordable homes delivered</b>	Communities & Projects	Q1 (19/20): 56 Q4 (18/19): 63	

### Latest Note

Bromford - 4x Completions

Midland Heart - 14x Completions

Orbit - 20x Completions

Rugby Borough Council - 18x Acquisitions

The Communities & Projects Manager has no concerns at the moment. There is a strong pipeline of affordable housing for the next couple of years as well as our programme of both acquisition and development.

Performance Indicator	Service Area	Current Value	Short Trend
<b>Number of homeless preventions and reliefs made by Rugby Borough Council</b>	Community Advice and Support Team	Q1 (19/20): 125 Q4 (18/19): 120	

### Latest Note

There is a slight increase in the total number of preventions and reliefs. The increase is accounted for by increasing success in implementing of the Homelessness Reduction Act

Performance Indicator	Service Area	Current Value	Short Trend
<b>Number of households where homeless preventions and reliefs have not been possible that RBC have a duty to rehouse</b>	Community Advice and Support Team	Q1 (19/20): 43 Q4 (18/19): 20	N/A

### Latest Note

This shows a significant increase on the previous quarter. Cases are starting to fall through the prevention and relief duty and reaching a different stage within homeless legislation.

Performance Indicator	Service Area	Current Value	Short Trend
<b>Number of households in Bed &amp; Breakfast at the end of Quarter</b>	Community Advice and Support Team	Q1 (19/20): 3 Q4 (18/19): 3	

### Latest Note

The bed and breakfast remains low and reflects the Councils strategy to provide good quality alternative interim accommodation.

Performance Indicator	Service Area	Current Value	Short Trend
<b>Number of households in other types of temporary accommodation</b>	Community Advice and Support Team	Q1 (19/20): 149 Q4 (18/19): 142	N/A

### Latest Note

There has been a slight increase in occupation of interim accommodation this reflects the on-going high demand for homelessness services. This is the case both locally and nationally.

Performance Indicator	Service Area	Current Value	Short Trend
<b>Benefits - average end to end time for claims (days)</b>	Community Advice and Support Team	Jun 2019: 32.09 May 2019: 24 Apr 2019: 22.06	

### Latest Note

The performance indicator measures the time taken to process a claim for benefit from the day that the claim is received until the day it is processed. The time taken included the time taken for customers to provide all the information required in support of their claim. We allow customers as much time as required to provide the information requested. The information below shows the average time to process a claim for benefit following receipt of supporting information;□

April 7.99 days□

May 5.23 days□

June 7.72 days□

Performance Indicator	Service Area	Current Value	Short Trend
<b>Current position of rent arrears</b>	Housing Management & Tenancy Sustainment	Q1 (19/20): £1,023,864.63 Q4 (18/19): £920,237.67	

### Latest Note

The stats for this report had to be pulled before the direct debits were posted to the accounts hence the lower than anticipated figure. We are optimistic that the next quarter stats will show a significant reduction.

Performance Indicator	Service Area	Current Value	Short Trend
<b>Proportion of rent arrears caused by Universal Credit</b>	Housing Management & Tenancy Sustainment	Q1 (19/20): 42.5% Q4 (18/19): 48%	

### Latest Note

Alongside this we are also seeing the average amount of rent arrears on UC cases drop by almost £100 which again are good indicators that we are slowly starting to combat the challenges faced as a result of UC.

## Portfolio - Corporate Resources Service

Performance Indicator	Service Area	Current Value	Short Trend
Number of working days lost due to long term sickness absence	Human Resources	Q1 (19/20): 908 Q4 (18/19): 791	

### Latest Note

A review has been commissioned to enable the Council to understand: why its sickness levels are high and how they compare with other Councils with a manual workforce; to increase knowledge of best practice in managing sickness absence and sick pay arrangements; to enable a range of solutions to be presented to the Senior Management Team.

Performance Indicator	Service Area	Current Value	Short Trend
Number of working days lost due to short term sickness absence	Human Resources	Q1 (19/20): 838.5 Q4 (18/19): 934	

### Latest Note

See above

Performance Indicator	Service Area	Current Value	Short Trend
Average void rent loss	Property Repairs Services	Jun 2019: £1,217.99 May 2019: £1,058.62 Apr 2019: £1,275.39	

### Latest Note

June 2019 saw some long term voids due to extensive repairs and long void periods due to allocations. During May/June resources were down in allocations due to annual leave commitments which have contributed to the void periods.

Success stories are those properties which have been used for temporary accommodation and transferred to introductory tenancies, this amounted to five properties for June, this reduced the rent loss to zero, or just one day, which is an effective way to manage the properties and waiting list.

Performance Indicator	Service Area	Current Value	Short Trend
Energy Efficiency of Housing Stock (annual indicator)	Property Services	2018/19: 68 2017/18: 68	

### Latest Note

The target SAP rating of 68 is above the National Average in England and Wales which is 60. We currently have taken delivery of 40 New Build Properties which have an average SAP rating of 85. In addition, 12 of these properties benefit from the addition of Photovoltaic Solar Panels which directly benefit the tenants in terms of cost saving as well as increasing the SAP rating.

In the current financial year we have reinstated the Boiler Replacement programme in which we anticipate around 300 older boilers will be replaced by High Efficiency ones.

Performance Indicator	Service Area	Current Value	Short Trend
% of Council Tax collected	Revenues Services	Q1 (19/20): 31.8% Q1 (18/19): 32.11%	

### Latest Note

No commentary provided

Performance Indicator	Service Area	Current Value	Short Trend
Percentage of Non-domestic Rates collected	Revenues Services	Q1 (19/20): 32.6% Q1 (18/19): 30.95	

### Latest Note

No commentary provided

## Portfolio - Environment & Public Realm Service

Performance Indicator	Service Area	Current Value	Short Trend
% of local deceased processed through Rainsbrook Crematorium	Bereavement Services	Q4 (18/19): 47.63% Q3 (18/19): 71.95%	

### Latest Note

The full data is not yet available for Q1. This is because the figures for local deaths registered are released by the ONS 2 months in arrears.

Performance Indicator	Service Area	Current Value	Short Trend
% of premises within the Rugby Borough that have attained the Food Hygiene Rating 5	Commercial Regulation	Q1 (19/20): 68.9% Q4 (18/19): 68.8%	

### Latest Note

There has been a slight increase from Q1 2018/19. This is within normal fluctuations.

Performance Indicator	Service Area	Current Value	Short Trend
% of premises within the Rugby Borough that have attained the Food Hygiene Rating 4 and above	Commercial Regulation	Q1 (19/20): 83.7% Q4 (18/19): 83.9%	

### Latest Note

There is a slight decrease but the figure remains similar to the previous from Q4 2018/19

Performance Indicator	Service Area	Current Value	Short Trend
<b>% of premises within the Rugby Borough that have attained the Food Hygiene Rating 3 and above</b>	Commercial Regulation	Q1 (19/20): 92.1% Q4 (18/19): 91.8%	

#### Latest Note

There has been a slight increase but the data remains similar to the previous figure from Q4 2018/19 without major fluctuation

Performance Indicator	Service Area	Current Value	Short Trend
<b>Number of volunteer hours on RBC green</b>	Parks and Open Spaces	2018/19: 11,727	Baseline

#### Latest Note

The 2018/19 value is being used as baseline data to monitor annual trends going forward.

The amount of volunteer hours supporting the management and maintenance activities on our green spaces has been steadily increasing since 2012.

This supports a range of activities across Rugby and brings huge additional value and support to the service.

I would suggest for a small borough like Rugby 11,000hrs is good and I think we are in the upper quartile of what we can physically achieve as volunteers still need managing.

Performance Indicator	Service Area	Current Value	Short Trend
<b>Number of trees planted on RBC green space</b>	Parks and Open Spaces	2018/19: 100	Baseline

#### Latest Note

The 2018/19 value is being used as baseline data to monitor annual trends going forward.

Traditionally we plant a number of trees during the planting season. Despite decreasing resources it is important to maintain a good tree stock to help reduce the effects of climate change, capture carbon and reduce air pollution.

I would suggest we should be planting more than 100 per annum.

Performance Indicator	Service Area	Current Value	Short Trend
<b>Number of Green Flags awarded</b>	Parks and Open Spaces	2018/19: 5	Baseline

#### Latest Note

The 2018/19 value is being used as baseline data to monitor annual trends going forward.

This is the international quality award for parks and green spaces. It is owned by the UK Government and delivered via a licence to Keep Britain Tidy to support the management and maintenance of good quality parks. The parks are externally assessed on a number of criteria including, a welcoming place, healthy safe and secure, well maintained, litter and cleanliness, environmental management, landscape biodiversity and heritage, community involvement, marketing and management.

I would suggest 5 is average for a Borough such as Rugby and our current target is to maintain this level.

Performance Indicator	Service Area	Current Value	Short Trend
<b>Percentage of household waste sent for reuse, recycling and composting</b>	Refuse & Recycling	Q4 (18/19): 39.5% Q3 (18/19): 42.5%	N/A

#### Latest Note

Provisional data has been received from the Refuse and Recycling department that gives data up to Q3 2018/19. This data has not been validated by WasteDataFlow and is subject to change in the future.

Performance Indicator	Service Area	Current Value	Short Trend
<b>Number of members of the public recorded in an accident</b>	Safety & Resilience Team	Q1 (19/20): 3 Q4 (18/19): 11	

#### Latest Note

Significant reduction on last quarter

## Portfolio - Executive Director's Office

Performance Indicator	Service Area	Current Value	Short Trend
<b>Electoral registrations within the borough of Rugby as a percentage of eligible population</b>	Electoral Services	2018/19: 97% 2017/18: 99%	

#### Latest Note

The performance trend has dropped by 2% from the previous year. 2017 saw a spike in registrations generated by the General Election which has been hard to maintain given the current climate. The uncertainty over Brexit and multiple electoral events has had a knock on effect on registrations with an increased refusal to register from residents.

## Portfolio - Growth & Investment Service

Performance Indicator	Service Area	Current Value	Short Trend
<b>Benn Hall overall income</b>	Benn Hall	Q1 (19/20): £48,863.50 Q4 (18/19): £46,580.90 Q1 (18/19): £60,999.12	

#### Latest Note

Q1 is the 2nd busiest Quarter of the year consequently income has increased from Q4 of last financial year. □

Q1 income is down £12k compared to Q1 18/19, this is due to a significantly reduced bar income over the period. In 2018/19 we had a Wedding in Q1 delivering a £2k bar income and a show, which this year is scheduled for November at £1.6k of bar income. It is also worth noting that the Northern Soul All Nighter in June this year accounts for a further £1.5k of lost income as it fell on the weekend of Fathers Day and the Promoter reported a significant reduction in attendance that night. □

There were further shortages due to the loss of our 90's Night and a private function which last year delivered £3k of bar income □

Room hire and catering income remained consistent year on year

Performance Indicator	Service Area	Current Value	Short Trend
Average end to end time for Land Charge Searches (in days)	Development & Enforcement	Jun 2019: 5.7 May 2019: 5.97 Apr 2019: 4.48	

**Latest Note**

Katie Treanor now joined the team, timescales reducing :-)

Performance Indicator	Service Area	Current Value	Short Trend
Percentage of major planning applications determined within statutory time frame	Development & Enforcement	Q1 (19/20): 100% Q4 (18/19) 100%	

**Latest Note**

Ref designation report 10 out of 10 major planning applications were determined within the statutory time frame

Performance Indicator	Service Area	Current Value	Short Trend
Percentage of non-major planning applications determined within statutory time frame	Development & Enforcement	Q1 (19/20): 84% Q4 (18/19): 90%	

**Latest Note**

Ref designation report 128 out of 152 non-major planning applications were determined within the statutory time frame

The main cause for any reduction in performance on this measure is when either the time frame exceeded and the applicants are willing to grant the Local Planning Authority an extension of time to determine the application. The Government designation target for this threshold is 70%. It can be seen from the data that Rugby Borough Council are well in excess of this threshold.

Performance Indicator	Service Area	Current Value	Short Trend
The number of new homes built within the year.	Development Strategy	2017/18: 578 2016/17: 376	

**Latest Note**

Increase in number of dwellings due to delivery on larger sites. Figure above Core Strategy target of 540 dwellings p.a.

Performance Indicator	Service Area	Current Value	Short Trend
No. of visits to Rugby Art Gallery & Museum in person	Art Gallery, Museum, Visitor Centre & Hall of Fame	Jun 2019: 3,903 May 2019: 3,722 Apr 2019: 6,593	

**Latest Note**

Steady visitors across the service, successful first Etsy Made Local event on 29th June and Kolams Competition in partnership with the Benn Partnership on 30th June. Art Gallery and Museum closed for a week to install new Rugby Collection exhibition.

Performance Indicator	Service Area	Current Value	Short Trend
No. of visits to the Hall of Fame in person	Art Gallery, Museum, Visitor Centre & Hall of Fame	Jun 2019: 275 May 2019: 314 Apr 2019: 481	

**Latest Note**

International group visits dropping off therefore visitor figures are lower. This is consistent with same time last year.

Performance Indicator	Service Area	Current Value	Short Trend
Leisure Centre Visits	Sport & Recreation	Jun 2019: 61,736 May 2019: 60,238 Apr 2019: 60,600	

**Latest Note**

The volume of leisure centre visits is impacted by the monthly membership option that GLL offer. However, performance has remained stable between 45,000 and 60,000 visits per month dependent on the timing.

There are expected fluctuations throughout the year deemed seasonal industry trends, including reductions in membership through August and December, with increases in January and February.

The number of pre-paid members is targeted to be retained over 3,200 with additional members on other payment plans.

Performance Indicator	Service Area	Current Value	Short Trend
Total grants income from external funding	Sport & Recreation	Oct 18-Mar 19: £161,860.93 Apr 18-Sep 18: £157,010,00	

**Latest Note**

Additional funding secured from National Lottery Awards 4 All - £10,000  
- School Services continue to develop strong partnerships and consistent delivery.  
£2,000 Income for projects delivered by Sports Development

Performance Indicator	Service Area	Current Value	Short Trend
Number of participants - Family Weight Management	Sport & Recreation	Q1 (19/20): 140 Q4 (18/19): 147	

**Latest Note**

Successfully recruited to Warwick based Family Lifestyle Advisor bringing team back to full compliment of staff.□  
The target for Year 4 of the programme has been successfully achieved and succeeded despite the reduced staff capacity recently experienced.□  
Expectation for the figure to reflect circa 140 participants following a re-designation of 'relevant' young people by Public Health Warwickshire.

**AGENDA MANAGEMENT SHEET**

**Report Title:** Review of civic awards criteria - report of the Civic Honours Working Party

**Name of Committee:** Cabinet

**Date of Meeting:** 2 September 2019

**Report Director:** Executive Director

**Portfolio:** Corporate Resources

**Ward Relevance:** N/A

**Prior Consultation:** Civic Honours Working Party

**Contact Officer:** Claire Waleczek, Democratic Services Team  
Leader email: claire.waleczek@rugby.gov.uk or 01788 533524

**Public or Private:** Public

**Report Subject to Call-In:** Yes

**Report En-Bloc:** No

**Forward Plan:** Yes

**Corporate Priorities:** This report relates to the following priority(ies):

**(CR) Corporate Resources**  To provide excellent, value for money services and sustainable growth

**(CH) Communities and Homes**  Achieve financial self-sufficiency by 2020

**(EPR) Environment and Public Realm**  Enable our residents to live healthy, independent lives

**(GI) Growth and Investment**  Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

**Statutory/Policy Background:**

**Summary:** The Civic Honours Working Party reviewed the Council's criteria for civic awards and made a number of recommendations which are detailed in the report

**Financial Implications:** The proposal for less formal civic awards ceremonies would result in a saving to the Council.

**Risk Management Implications:** There are no risk management implications arising from the report.

**Environmental Implications:** There are no environmental implications arising from the report.

**Legal Implications:** There are no legal implications arising from the report.

**Equality and Diversity:** There are no equality and diversity implications arising from the report.

- Options:**
- (1) Approve the recommendations of the Working party
  - (2) Make no changes to the civic awards criteria.

**Recommendation:** The recommendations of the Civic Honours Working Party, as detailed in the report, together with the amended criteria, at Appendix 1 to the report, be approved.

**Reasons for Recommendation:** To ensure the Council has a robust criteria for civic awards and the timescale to process any applications and successful awards is appropriate.

**Cabinet - 2 September 2019**

**Review of civic awards criteria - report of the Civic Honours Working Party**

**Public Report of the Executive Director**

**Recommendation**

The recommendations of the Civic Honours Working Party, as detailed in the report, together with the amended criteria, at Appendix 1 to the report, be approved.

**1. Introduction**

The Civic Honours Working Party on 2 July 2019 considered elements of the civic awards criteria which, further to its previous meeting, had wished to review together with proposed amendments to the timetable and consideration of the type of ceremony to be arranged moving forward.

**2. Proposed amendments to the criteria**

**(a) Nominations for groups/organisations**

The Working Party considered that including further criteria relating to nominations for groups and organisations may make the nomination process more restrictive. It was agreed, therefore, that it be recommended that no further changes be made in this respect and all applications relating to groups and organisations be considered on their merits on a case by case basis

**(b) Current long serving Members**

The Working Party considered that there should be some form of recognition for long serving Members prior to their retirement from the Council. The Council operated an employee long service award scheme for those who had completed a minimum of 20 years' service whilst still in service.

The Working Party agreed that it be recommended that the criteria for the honour of Honorary Alderman be amended to remove the words, "on their retirement". This would allow nominations for any long serving Member who had served a minimum of a total of 25 years on the Council. It was considered that a formal nomination would still need to be submitted for any Members who fulfilled the criteria.



### **(c) Timetable (paragraph 3 of the criteria)**

It was considered that a deadline for nominations of the last working day in September would give the Working Party sufficient time to meet and submit recommendations to Cabinet in November for formal approval by Council in December.

It was recommended, therefore, that the timetable be amended accordingly, including all the removal of any references that were time specific in months eg early September. This would give officers a degree of flexibility when processing applications and successful nominations.

### **(d) Type of ceremony**

The current criteria stated that a ceremony for the conferment of a civic honour would be held at the Full Council meeting in April. The Working Party considered that this was not practical and would also detract from the nominee and the recognition they deserved.

It was agreed that a more informal ceremony be recommended to Cabinet, to be tailored to the nominee's wishes/requirements. The Mayor's Parlour and/or another meeting room could be used for the ceremony, to be conducted by the Mayor, with a small drinks reception afterwards. The nominee would be able to invite a number of personal guests. The Council would invite Group Leaders, the Executive Director, and the two Members who had proposed and seconded the nomination.

The proposed amendments detailed above have been incorporated into a proposed amended version of the civic awards criteria which is attached at Appendix 1 to the report.

**Name of Meeting:** Cabinet

**Date of Meeting:** 2 September 2019

**Subject Matter:** Review of civic awards criteria - report of Civic Honours Working Party

**Originating Department:** Executive Director

**DO ANY BACKGROUND PAPERS APPLY**  YES  NO

**LIST OF BACKGROUND PAPERS**

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

## **RUGBY BOROUGH COUNCIL**

### **CIVIC HONOURS – CRITERIA AND PROCEDURE**

#### **Proposed Amendments recommended by the Civic Honours Working Party**

#### **1. TYPES OF HONOURS**

There are civic honours which can be conferred on an individual or, in exceptional circumstances, a military unit or organisation. The criteria for each is detailed below:

##### **Honorary Freeman**

This honour may (but not necessarily) be bestowed upon:

- A Leader or former Leader of the Council, on retirement as a Councillor
- An elected member or officer who has given significant service to the Borough, on retirement as a member or officer
- A member of the public who has given significant service to the Borough
- Those in paid employment who have given service over and above that which would normally be expected of their role.
- Anybody nominated for this award must have been a resident in the Borough of Rugby for the duration of the activity for which they are nominated.

The privileges of the conferment of Honorary Freeman are:

- To have the courtesy title of Honorary Freeman
- To attend civic events
- To walk in civic processions behind the local Member of Parliament and in front of Honorary Aldermen
- To wear the Honorary Freeman badge of office at civic events
- The Town Hall flag will be flown at half-mast when the organisation is informed of the death of an Honorary Freeman
- The role of Honorary Freeman carries no additional privileges
- The role of Honorary Freeman gives no right to claim allowances or expenses from the Council.

##### **Honorary Alderman**

This honour may (but not necessarily) be bestowed upon an elected member who has served a minimum of a total 25 years as a Councillor.

The privileges of the award of Honorary Alderman are:

- To have the courtesy title of Honorary Alderman
- To attend civic events

- To walk in civic processions behind Honorary Freemen and in front of Members of the Cabinet
- To wear the Honorary Alderman badge of office at civic events
- The Town Hall flag will be flown at half-mast when the organisation is informed of the death of an Honorary Alderman
- The role of Honorary Alderman carries no additional privileges
- The role of Honorary Alderman gives no right to claim allowances or expenses from the Council.

### **Freedom of Entry to the Borough of Rugby (Freedom of the Borough)**

In exceptional circumstances this honour may be granted to military units or other organisations. The privileges conferred by Freedom of Entry to the Borough are:

The right to march through the streets with bayonets fixed, colours flying and drums beating.

## **2. HONOURS CRITERIA**

The honours would be exceptional rather than being given as a matter of course. Requests for nominations will not be advertised. All nominations should, therefore, be submitted by a Councillor.

The awards should be non-political i.e just because a member or supporter of one political party has an honour conferred upon them does not mean that an equal number of people from other parties would also be recognised.

These are civic honours for exceptional service, and conferring of them would not necessarily be an annual event, but should take place not more than once in any municipal year.

## **3. HONOURS PROCESS**

A cross party Civic Honours Working Party will be appointed by Cabinet in June each year to consider nominations.

The timetable for the process is detailed below:

**last working day of September** – all nominations to be received by Democratic Services.

**October** – Civic Honours Working Party to consider all nominations. Any objections to the nominations submitted to Cabinet should be recorded.

**November** – agreed nominations to be submitted to Cabinet in private for recommendation to Council in December.

After Cabinet has approved the honours, the intended recipients will be contacted to ensure that they would accept them before the matter is taken to Full Council. Not less than 2/3 of voting members at Full Council should

approve each nomination.

**January/February** – Democratic Services to start making arrangements for the ceremony. A guest list for each approved nominee to be submitted to Democratic Services by mid February. The total number of people present at each ceremony will be determined by the Council's health and safety requirements in its Council Chamber.

**April** – ceremony to confer the honour(s). A drinks reception may be held afterwards.

Group Leaders, the Executive Director, and the two Members who had proposed and seconded the nomination will be invited to the ceremony together with a small number of the nominee's personal guests.

#### **4. WITHDRAWAL OF TITLE**

The Council may withdraw the title of Honorary Freeman or Honorary Alderman should the beneficiary act in a manner that brings the Council, the Borough or the role of Honorary Freeman/Honorary Alderman into disrepute.

Should this action be deemed necessary, it would be referred firstly to the Civic Honours Working Party and then to a confidential meeting of Full Council, at which a majority decision will be required to agree the removal of the honour.

## Agenda No 7

### AGENDA MANAGEMENT SHEET

<b>Report Title:</b>	Light-touch Review of Parking at the Queen's Diamond Jubilee Centre – Report of the Environment and Growth Overview and Scrutiny Committee
<b>Name of Committee:</b>	Cabinet
<b>Date of Meeting:</b>	2 September 2019
<b>Portfolio:</b>	Environment and Public Realm
<b>Ward Relevance:</b>	All
<b>Prior Consultation:</b>	A public consultation was carried out during the review including key stakeholder; GLL, Rugby Thornfield Indoor Bowls Club, Rugby and Northampton Athletics Club and Rugby Sports for the Disabled Association
<b>Public or Private:</b>	Public
<b>Report Subject to Call-In:</b>	Yes
<b>Report En-Bloc:</b>	No
<b>Forward Plan:</b>	Yes
<b>Corporate Priorities:</b>	This report relates to the following priority(ies):
<b>(CR) Corporate Resources</b>	<input type="checkbox"/> To provide excellent, value for money services and sustainable growth
<b>(CH) Communities and Homes</b>	<input type="checkbox"/> Achieve financial self-sufficiency by 2020
<b>(EPR) Environment and Public Realm</b>	<input type="checkbox"/> Enable our residents to live healthy, independent lives
<b>(GI) Growth and Investment</b>	<input type="checkbox"/> Optimise income and identify new revenue opportunities (CR)
	<input type="checkbox"/> Prioritise use of resources to meet changing customer needs and demands (CR)
	<input type="checkbox"/> Ensure that the council works efficiently and effectively (CR)
	<input type="checkbox"/> Ensure residents have a home that works for them and is affordable (CH)
	<input type="checkbox"/> Deliver digitally-enabled services that residents can access (CH)
	<input type="checkbox"/> Understand our communities and enable people to take an active part in them (CH)
	<input checked="" type="checkbox"/> Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)

**Statutory/Policy Background:**

**Summary:**

A review on the theme of parking at the Queen's Diamond Jubilee Centre was included in the overview and scrutiny work programme for 2018/19.

The review conclusions and findings are presented in the appended review report.

At its meeting on 1 April 2019 Cabinet approved the short-term recommendations and is now asked to consider two further recommendations.

**Financial Implications:**

There could be some financial implications arising from the recommendations.

**Risk Management Implications:**

There are no risk management implications arising from this report.

**Environmental Implications:**

There are no environmental implications arising from this report.

**Legal Implications:**

There are legal aspects to consider regarding the existing contract with GLL and a legal process would be followed for changes to parking restrictions or lease arrangements.

**Equality and Diversity:**

A mix of parking for all users, to include people with a disability and parents with children would be beneficial to the community.

**Options:**

1. To approve the two medium-longer term review recommendations.
2. To approve the two medium-longer term review recommendations with amendments.
3. To not approve the medium-longer term review recommendations.

**Recommendation:**

Recommendations 9 – 10 of the review (as detailed in section 1 of the Appendix to the report) be approved.

**Reasons for Recommendation:**

The review recommendations are based on evidence gathered by Whittle Overview and Scrutiny Committee to improve the level of parking available at the Queen’s Diamond Jubilee Centre and further consideration by Environment and Growth Overview and Scrutiny Committee.



**Cabinet - 2 September 2019**

**Light-touch Review of Parking at the Queen's Diamond Jubilee Centre**

**Public Report of the Environment and Growth Overview and Scrutiny Committee**

**Recommendation**

Recommendations 9-10 of the review (as detailed in section 1 of the Appendix to the report) be approved.

**1. BACKGROUND**

At the annual overview and scrutiny work programme workshop a review on parking at the leisure centre was proposed.

There had been some car parking issues at the Queen's Diamond Jubilee Leisure Centre mainly relating to major events, the availability of parking for staff, and too many spaces for disabled people.

The scrutiny committee chairs agreed that the topic be included in the work programme for the 2018/19 municipal year and it was allocated to Whittle Overview and Scrutiny Committee to be carried out at as a light-touch review. A copy of the draft review report is attached at appendix 1.

**2. FINDINGS**

The Committee held a site visit on 31 January 2019 and evidence was gathered from the public consultation and from key stakeholders. A special meeting was held on 31 January 2019 which was attended by stakeholders to consider the evidence gathered and to begin formulating recommendations.

The Committee identified that the main cause of parking issues was that non-leisure centre users were using up capacity.

**3. RECOMMENDATIONS**

Following a meeting with the Chair of Whittle and the Head of Environment and Public Realm and Head of Growth and Investment, short-term review recommendations were considered by the Committee on 11 March 2019 and approved for submission to Cabinet.

On 1 April 2019 Cabinet resolved that:

- (1) the short-term recommendations arising from the review, as detailed in paragraph 3 of the report, be approved; and
- (2) the medium and long-term recommendations be brought to a future meeting of Cabinet.

The Environment and Growth Overview and Scrutiny Committee on 15 July 2019 considered the use of ANPR technology as a car park management and enforcement system at its meeting.

Two medium-longer term recommendations have been developed to improve the availability of parking at the leisure centre site to benefit all site customers.

An update on the progress of the recommendations will be presented to an overview and scrutiny committee in 12 months' time.

The chair of Environment and Growth Overview and Scrutiny Committee, Councillor Neil Sandison, will present the report.

**Name of Meeting:** Cabinet

**Date of Meeting:** 2 September 2019

**Subject Matter:** Light-touch Review of Parking at the Queen's Diamond Jubilee Centre

**Originating Department:** Environment and Public Realm

**DO ANY BACKGROUND PAPERS APPLY**  YES  NO

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

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Exempt information is contained in the following documents:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>



Appendix 1

# **LIGHT TOUCH REVIEW OF PARKING AT THE QUEEN'S DIAMOND JUBILEE CENTRE**

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March 2019

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## **MEMBERSHIP**

The review was carried out by members of the Whittle Overview and Scrutiny Committee consisting of the following members:

Councillor **Neil Sandison (Chair)**  
Councillor **Andrew Bearne**  
Councillor **Mike Brader**  
Councillor **Tim Douglas**  
Councillor **Tony Gillias**  
Councillor **Leigh Hunt**  
Councillor **Maggie O'Rourke**  
Councillor **Carolyn Watson-Merret**

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## **ACKNOWLEDGEMENTS**

The Group would like to thank the following for their valuable contribution to this review:

Nicola Boyd, Partnership Manager, GLL  
Jake Partridge, GLL  
David Murley, Chairman, Rugby Thornfield Indoor Bowls Club  
Sarah Simpson, Secretary, Rugby Thornfield Indoor Bowls Club  
Bernard Purdy, Rugby Sport for the Disabled Association  
Janet Wright, Rugby and Northampton Athletics Club

The Committee are also thankful to the following officers who have supported them throughout the review process:

David Burrows (Regulatory Services Manager)  
Claire Baldwin (Warden Supervisor)  
Colin Horton (Green Spaces Officer)  
Tom Kittendorf (Sports and Recreation Manager)  
Linn Ashmore (Democratic Services Officer)

All the members of the public who took time to respond to the consultation exercise.

## **CHAIR'S FOREWORD**

The Queen's Diamond Jubilee Centre and the Whitehall Recreation Ground are the most popular venues for sport, leisure and recreation in Rugby Borough and attract on average 550,000 visitors per annum. No other venue attracts this level of visitors and is of significant benefit to the town centre economy.

Councillors could see on their visits and from the responses we gained from our surveys that the site was an exceptional venue because of the wide range of activities it attracted. The activities range from swimming, wall climbing, gym, martial arts, disability access, keep fit through to athletics, indoor and outdoor bowling to social prescribing in terms of walking and exercising for health.

The site is also used for major events and regional finals as well as resident/community led events like the spring fair, annual circus fun fairs and musical events.

Success also has its environmental costs and the site's car parking has not been upgraded since the former Ken Marriott Leisure Centre stood here. There has been no enforcement of parking conditions in the Council's off-street parking order and it fails to deliver adequate capacity for all service users particularly when high capacity events are booked.

Members very much want the leisure centre and adjacent venues success to continue and we believe practical measures outlined in our recommendations can add capacity and better site control without undermining Fields in Trust status of Whitehall Recreation Ground or moving away from current council policy on weekend parking and Rugby being a visitor destination. If anything, we believe this venue is being undervalued and underutilised in that respect.

Members did look at outsourcing the car parking to GLL through ANPR but could see no net benefit and conflict with existing car parking policy. 4-hour parking enforcement was manageable within existing resources to discourage all day parking by non-service users. Temporary additional provision was deliverable for staff and exhibitors use when major events were on at no detriment to the facility. We believe that this is a resolvable matter and with good planning and leadership by both the main provider GLL and the council we can enhance and improve access to this popular and much valued venue.

Finally, can I thank my fellow Councillors, council officers, partner organisations, customers and residents for their contribution. Your insight, comments and practical suggestions have helped to provide a constructive blueprint on how we can best maximise parking at this venue and make this visitor destination a more pleasant experience for all users and local residents.

**Cllr Neil Sandison**  
**Chair Environment and Growth Overview and Scrutiny Committee**

# 1. RECOMMENDATIONS

Cabinet on 1 April 2019 approved the following recommendations at 1-9:

## Cabinet: **SHORT TERM**

1	Relocate cycle racks to patio area to improve accessibility and security – in doing so create an additional two parking spaces.
2	Improve markings, hatchings and signage to encourage more responsible parking.
3	Encourage event organisers to prepare more effectively for, and take responsibility for, peak traffic, in liaison with GLL.
4	Encourage modal shifts, such as increased walking and cycling to reduce burden on the car park.
5	Enforce against inappropriate parking in line with parking order.
6	Write to external organisations such as the Hospital of St Cross and Lawrence Sheriff School to request that they direct their service users to other parking areas.
7	GLL to look at times of peak activity (such as swimming lessons) and smooth those peaks throughout the day/ week.
8	Make the emergency drop off area clear, for example by using hatchings/ signage.

## **MEDIUM-LONGER TERM – as recommended by Environment and Growth Overview and Scrutiny Committee on 15 July 2019**

9	A four-hour parking limit with no return within one hour be imposed, and appropriate signage be installed.
10	A cycle of short campaign style enforcement be carried out by the Council's wardens visiting the car park to record vehicles parked for longer.

### 1.1 Alignment with the Corporate Strategy

The review relates to the following corporate priorities:

- **Enhance our local, open spaces to make them places where people want to be**
- **Encourage healthy and active lifestyles to improve wellbeing within the borough**



## 2. OBJECTIVES

### 2.1 Background

At the overview and scrutiny work programme workshop on 7 March 2018, members considered a proposal for a review about parking at the Queen's Diamond Jubilee Centre. The overview and scrutiny chairs agreed this review should be included in the work programme for 2018/19 and be treated as a light touch review.

### 2.2 The One Page Strategy

The 'one page strategy' is the name given to the scoping document for the review. It defines the task and the improvements being aimed for and how these are going to be achieved. The one page strategy, revised by the Committee at its meeting on 10 December 2018 is as follows:

#### **The broad topic area?**

To review the availability of parking for users and visitors to the leisure centre and consider whether additional parking spaces or the re-designation of the current spaces is required.

#### **What is the specific topic area?**

To review the availability and mix of parking available.

#### **What should be considered?**

The current position and whether there is a lack of capacity.  
Are there enough provision of family friendly spaces?  
Is the land abutting the bowling club available as relief parking?  
Is there any other land that could be utilised or re-designated as parking?  
Could some form of parking scheme be introduced?

#### **Who shall we consult?**

GLL  
Legal Services  
Regulatory Services  
Community Sports and Recreation  
Parks Department  
Corporate Property  
Rugby Thornfield Indoor Bowls Club  
Rugby and Northampton Athletics Club

#### **How long should it take?**

The review could be undertaken as a light-touch review.

#### **What will be the outcome?**

Recommendations, actions or initiatives to improve the amount and mix of parking available for all users of the leisure centre.

### **3. METHODOLOGY**

#### **3.1 Overview**

The Committee held a site-visit on 31 January 2019 and this was followed by a special meeting on 13 February 2019 to consider the evidence gathered.

A public consultation was launched calling for evidence from the public.

#### **3.2 Access to evidence**

The papers are available online at [www.rugby.gov.uk/meetings](http://www.rugby.gov.uk/meetings) in the section 'agendas, reports and minutes', and can be found by selecting the Whittle Overview and Scrutiny Committee.

### **4. EVIDENCE**

#### **4.1 Site Visit – Information Gathering**

The site visit was attended by the Sports and Recreation Manager and the Warden Supervisor and representatives from GLL, Rugby and Northampton Athletics Club and Rugby Disability Forum.

The main car park is included within the GLL contract for the operation of the Queen's Diamond Jubilee Centre. GLL are responsible for its repair and maintenance including ensuring the lighting is maintained.

The car park is used by other leisure facilities including:

- Rugby and Northampton Athletics Club
- Rugby Thornfield Indoor Bowls Club
- Rugby Thornfield Outdoor Bowls Club

The car park is also used by visitors to Whitehall Recreation Ground.

Currently there are 268 standard parking spaces and 17 disabled parking spaces. A map of the site is attached at Appendix 1.

Surveys were carried out by Community Wardens in Regulatory Services in mornings, afternoons and evenings from 22 January 2019 and 28 January 2019. For standard parking spaces occupancy levels ranged from 21% - 90%, with an average of 46%. For disabled parking spaces, occupancy levels ranged from 0%- 100%, with an average of 40%. Detailed figures are available in Appendix 2.

Photographs of the car park area, taken at various times are attached at Appendix 3.

Specific issues identified within the existing car park were:

- Shared use of disabled parking spaces for parents and young children.
- Coach parking bay – there is no clear marking that it is for coach use. Road markings and signage needed.
- Drop off – no evidence during survey of it being used for general parking, but comments were made that it is. Yellow hatching, road markings and signage

showing not for waiting or parking needed to make it clear that drop-off only and for emergency vehicles.

- Driveway to delivery area and sub-station, in south west of car park - used for parking preventing access by delivery vehicles and emergency vehicles. Road markings e.g. double yellow lines, yellow hatching and signage needed to prevent parking.
- Parking order – this will need to be revised to reflect the restrictions.
- Parking of cars at major events in Bruce Williams Way.
- Re-positioning of cycle racks.

GLL reported that lack of parking was the biggest complaint of its users and the membership of the athletics club had grown considerably. The indoor bowls club commented that the club was also thriving and if it was successful in moving up to national level participation would increase further.

The Committee identified that the main cause of parking issues was that non-leisure centre users were using up capacity and agreed that the ANPR (automatic number plate recognition) parking solution proposed by GLL should be the first step to addressing this.

### **Cycle Racks**

There were two cycle racks, one covered and one uncovered, that were poorly positioned. If these could be moved onto the paved area adjacent to the leisure centre this would create space for a two or three more parking spaces. This would also increase security as it would be nearer the building windows.

### **Parent and Child Spaces and Shared Use**

There was potential for creating 'dual use' bays for both people with a disability and parent and child users.

There were currently 17 parking spaces for people with a disability. The emerging Local Plan sets out Council's standards for the provision of parking which state that 4% of the total number of bays to be for disabled users. The view of GLL was that ten would be adequate but if seven spaces were re-designated as parent and child spaces this would still not be enough to meet demand.

Rugby Thornfield Indoor Bowls Club requested that two spaces for people with a disability be moved nearer to the indoor bowls club. GLL had no objection to this. This would require re-marking of the bays.

### **Road Markings**

Hatched road markings on the emergency vehicles bay, the delivery zone and the coach parking bay would be more effective than double yellow lines. The addition of wording such as 'emergency vehicles only' may also help.

The Council's Arboricultural Officer would be consulted on ways to protect against damage to the verges on Bruce Williams Way and to mature tree roots. The use of bollards or knee rail may protect the root protection areas and help stop obstruction.

### **Additional Parking Land**

A suggestion had been made by officers to consider creating additional spaces on an area of landscaping near the car park entrance. Those that attended the site visit reported that this had been discounted because it would only offer up two spaces and there would be a need to reverse a vehicle into traffic entering the site which could be dangerous, and it would spoil the visual impact on entering the site.

Two other areas were identified for additional parking for staff members and customers:

### ***North of the Rugby Thornfield Indoor Bowls Club***

In the past GLL had been given the opportunity to lease this area but this was not taken up. However, they would now be willing to enter into a lease with the Council provided the area was properly marked out. Signage would also be required.

The land is within the boundary and designation of Whitehall Recreation Ground and also within the Fields in Trust protected space designation. It is now in use by Parks and Grounds for improvement works in the park and will be used as a compound for major plant in the next few months due to the building of a skate park and renovation of the band stand. The area is also used for large vehicles during events such as fairs and circuses. There are further phases to the improvement plans and once this long-term project has been completed the area will be brought back into the park as it falls within the Fields in Trust protected designation of the park, and also offers the opportunity to improve Health and Safety by separating vehicle and pedestrian traffic (currently all maintenance and vehicles for events need to enter the park and drive along the main central pathway passing the play area). It is also protected under the Open Spaces Strategy which forms part of the emerging Local Plan.

Entrance to the land is prevented by a locked gate and barriers. These are intended to help prevent access by travellers although it was acknowledged that travellers could arrive on site at any time or gain access by other means. The County Court injunction was working as a successful deterrent to travellers.

### ***Trevor White Drive, south east of the leisure centre***

Due to access restrictions, this is only suitable for staff parking and events if needed. It is thought it could provide additional spaces.

The current maintenance access is situated at the end of Cromwell Road and has a locked gate to prevent unauthorised vehicle access, while retaining pedestrian access.

The land is under the control of the Council's Parks and Grounds team. It may be possible, subject to suitable funding and receiving relevant approvals, to carry out landscaping works to convert some of the grass area to hard standing or plastic grid matting, along with other required works to ensure it is managed, secure, and access to the track is maintained.

If the Council entered into a lease agreement with GLL, rights of access would need to be incorporated. Parks and Grounds would require continued access for maintenance vehicles and access to the athletics track must be retained.

Warwickshire County Council would need to give formal approval to changing this entrance from maintenance vehicles only to allowing access for the public/staff parking. Traffic and Safety would need to give approval for this change in purpose and any implications for traffic volumes and junction designs, and Highways would need to give approval to any changes to the highway, footpath, kerbs etc.

The access road is only single track and works would be needed to separate pedestrians and vehicles, likely to involve widening to double width vehicle track and raising the pedestrian route or other physical separation such as railings, and space for vehicles turning.

Other points considered included the possibility of a negative response from nearby residents as this would result in an increase of traffic, and that root zones of mature trees would require protection.

### ***Alternative parking arrangements***

The car park at the GEC Recreation Ground could be used as overflow parking during large events. This could be useful for users who are more able bodied, but it may be difficult for those less able, or where large amounts of equipment were being carried and it may not address the issue of mis-parking at the leisure centre.

### ***Parking Enforcement and Regulations***

The site is subject to a parking order of four hours approved by Warwickshire County Council but there is no current signage or enforcement dedicated to the site.

The Committee identified that the main cause of parking issues was that non-leisure centre users were using up capacity and agreed that an automatic number recognition (ANPR) style parking solution proposed by GLL should be the first step to addressing this.

An ANPR solution would act as a deterrent against students from local schools, or hospital staff taking up spaces for several hours.

ANPR can be used by private parking companies but is prohibited for local authorities who are subject to the Traffic Management Act 2004. A private company can use ANPR to register the car as it arrives and when it leaves and if it has committed an offence, a parking charge notice (PCN) can be sent by post. ANPR can be used by local authorities, but only if the ANPR shows a ticket has expired and the enforcement officer physically attaches the PCN to the vehicle before it leaves the car park.

As the site is owned by the council but leased by a private company GLL will be able to decide how it is enforced, and as a result of that, if a private company is responsible for enforcement.

The lease may also have an influence on the type of controls as ticket machines, barriers and ANPR cameras can add significant costs, as will markings and signs.

GLL had a national contract with Gemini Parking Solutions. GLL would be responsible for all costs including cameras, tablets and pay machines. There would be an additional cost if further tablets were required.

GLL would decide on the terms and control the time limits and charges via a web-based portal. They would also be able to record registration numbers for permitted vehicles, such as vehicles owned by staff, to remain for longer periods without charge.

Free parking could be made available for a set time limit - for example four hours. Longer periods would be subject to a parking fee.

Pay and display machines could also be installed.

GLL would require Gemini to manage enforcement with no involvement from the leisure centre or the Council.

The system was flexible, and charges could be disbanded as required - for example when events were taking place.

It was stressed this was a proposal and details would be decided at a later stage.

## **4.2 Consultation Responses**

A press release was issued on 23 January 2019 calling for feedback on access to the Queen's Diamond Jubilee Centre. The deadline for responses was 8 February 2019.

Eleven responses were received from members of the public and a written response was received from Rugby Thornfield Indoor Bowls Club. A summary of the comments received is below:

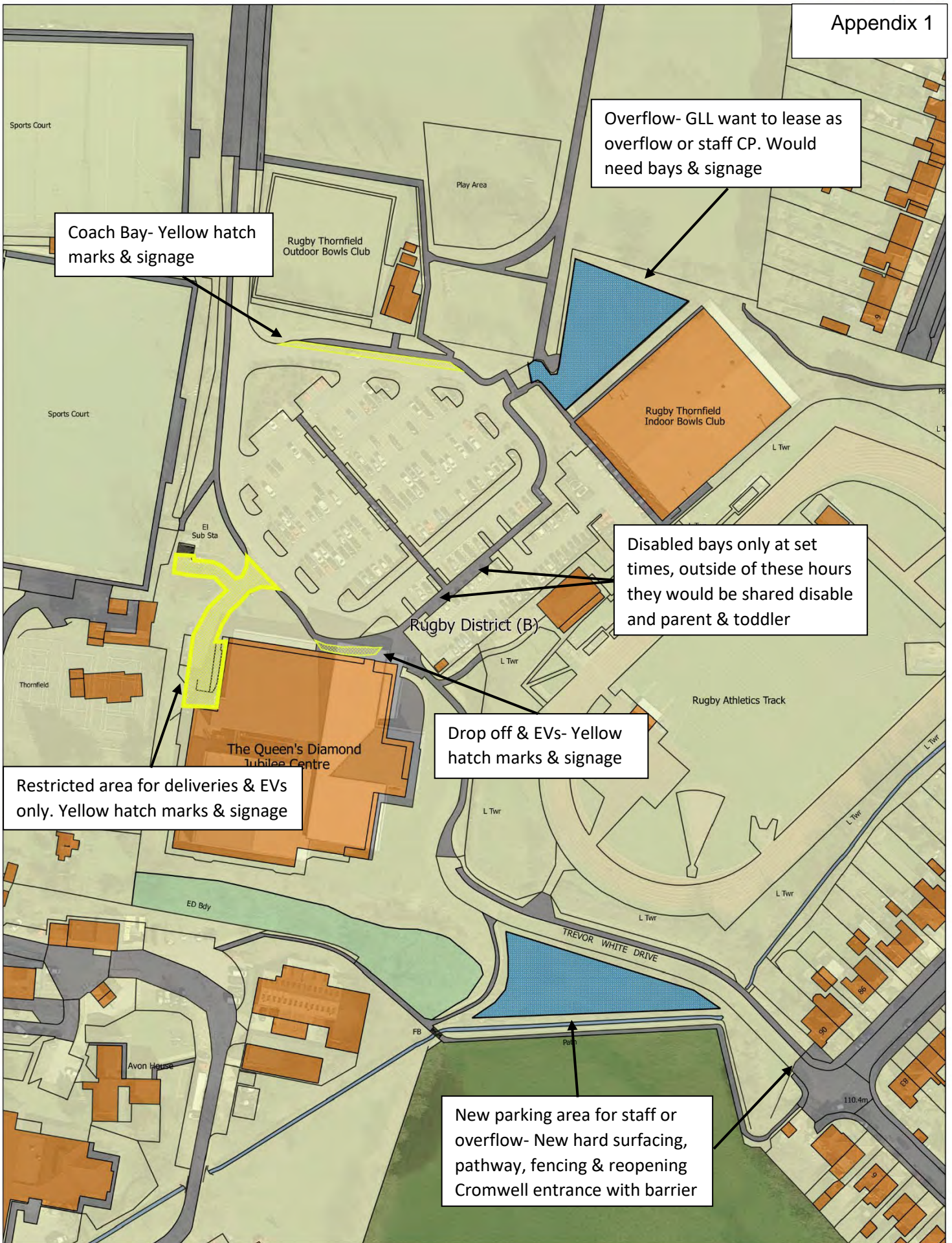
Comment	Number of comments
There are no parent and child spaces	5
The 'overflow' car park next to the indoor bowls club is not in use	2
Concern that the Council is planning on charging for parking	2
At peak times there are delays in entering or leaving the site due to traffic	1
There are issues with parking when there are travellers on the site or large events etc.	1
There are more than enough/disabled bays are not well used	2
Drivers abandon cars making the area unsafe or other safety issues	2
Users of the indoor bowls club are generally older and require parking near the entrance	1
Parking in the spaces reserved for people with a disability	1
General lack of parking	1
Comments relating to cycling routes to the site	1
*Comments on wider issues such as access for people with a disability or use of the facilities	3

\*These comments were passed onto the Access for People with a Disability Task Group

## 5. CONCLUSIONS

The task group drew the following conclusions from the evidence that it gathered:

1. With an average annual footfall of 550,000 service users of the Queen's Diamond Jubilee Centre, and ancillary users at other onsite venues, this represents a significant contribution to the Rugby town centre local economy.
2. Current parking capacity at the Queen's Diamond Jubilee Centre is inadequate for the average service users of 45,000 to 60,000 per month, in addition to visitors and users of Rugby Thornfield Indoor Bowls Club, Rugby and Northampton Athletics Club and the athletics track, and Sport for the Disabled events. This represents a higher visitor rate to the town centre than many other venues within the locality.
3. Failing to deal with parking problems inhibits other service users, like those with disabilities, pedestrians and cyclists gaining access to the venue because of onsite congestion.
4. The current parking mix does not encourage family friendly parking for those who also need space to load and unload a child or children.
5. The current parking arrangements inhibit the safe use of the venue and its car park.
6. The Committee recognises a lack of capacity leads to restrictions in access for those with disabilities, or who cycle to the leisure centre, and is detrimental to a venue being accessible to all.



## Queens Diamond Jubilee Centre car park spaces survey

	DISABLED BAYS (17) EMPTY	STANDARD SPACES (268) EMPTY	% OF SPACES OCCUPIED	
			DISABLED BAYS	STANDARD BAYS
<b>TUESDAY 22<sup>ND</sup> JANUARY 2019</b>				
MORNING	17	160	0%	40%
AFTERNOON	7	203	58%	24%
EVENING	9	94	47%	35%
<b>WEDNESDAY 23<sup>RD</sup> JANUARY 2019</b>				
MORNING	5	132	70%	50%
AFTERNOON	13	147	23%	45%
EVENING	5	65	70%	24%
<b>THURSDAY 24<sup>TH</sup> JANUARY 2019</b>				
MORNING	6	29	64%	89%
AFTERNOON	5	104	70%	61%
EVENING	16	194	5%	27%
<b>FRIDAY 25<sup>TH</sup> January 2019</b>				
MORNING	3	85	82%	68%
AFTERNOON	6	98	64%	63%
EVENING	15	148	11%	55%
<b>SATURDAY 26<sup>TH</sup> JANUARY 2019</b>				
MORNING	13	149	23%	55%
AFTERNOON	- (no count)	-	-	-
EVENING	14	210	17%	21 %
<b>SUNDAY 27<sup>TH</sup> JANUARY 2019</b>				
MORNING	16	206	5%	23%
AFTERNOON	15	129	11%	51%
EVENING	- (no count)	-	-	-
<b>MONDAY 28<sup>TH</sup> JANUARY 2019</b>				
MORNING	0	26 (14 cars parked on grass verge)	100%	90%
AFTERNOON	12	94	35%	35%
EVENING	16	176	5%	23%





Pedestrian access from path off Bruce Williams Way



Security measures – Overflow carpark – Site unavailable for parking development





Overflow Carpark within Whitehall Rec – RBC  
Would require lease of area to GLL – GLL have stated they would want RBC to mark and install lighting completed before they would lease



Pedestrian access from Bruce Williams Way #1  
- Poor quality for wheelchair/mobility or visually impaired users









Tuesday - 2pm



Disabled bays



Current cycle shelter – option to relocate to gain x2 spaces



Current Disabled bays x17  
Option 1 – Reduce to 10-12  
Option 2 – Reallocated a prescribed number to parent/toddler





Path to hospital





Weekend parking consequences on Bruce Williams Way