



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

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Braunstone Town

"Citizens Advisory Panel"

.....INFORM.....CONSULT.....INVOLVE.....

24th May 2017

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the **Fosse Meeting Room at Braunstone Civic Centre** on **Thursday, 1st June 2017** commencing at **7.30pm**, the agenda for the meeting is set out below.

The Council extends an invitation to any interested local residents and users groups to attend the meeting to participate in the debate.

Yours sincerely,

Executive Officer & Town Clerk

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive any disclosures of Interest in respect of items on this agenda.
3. **Minutes of the Meeting held 2nd March 2017**
To confirm the accuracy of the Minutes of the meeting held 2nd March 2017 to be signed by the Chairperson (**Enclosed**).
4. **Braunstone Town Council Annual Report 2016/2017**
To receive a copy of the Town Council's Annual Report for 2016/2017 and to discuss any matters arising from the Report (**Enclosed**).
5. **Braunstone Town Council Annual Survey**
To receive a copy of the Town Council's Annual Survey and to note the distribution method (**Enclosed**).

6. **Shakespeare Park Improvement Project**

To receive an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park (**Enclosed**).

7. **Update on Library Services**

To consider the latest position with the County Council's proposals for Braunstone Town Library and implementation of an honesty book exchange at Thorpe Astley Community Centre (**Enclosed**).

8. **Panel Work Programme for 2017/2018**

To consider priorities, if any, for the Panel's work during 2017/2018.

9. **Termination of the Meeting**

To note that future meetings of the Panel are scheduled as follows:

- Thursday 7th September 2017
- Thursday 7th December 2017
- Thursday 1st March 2018

All meetings are scheduled for 7.30pm.



NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- *eliminate unlawful discrimination, harassment and victimisation;*
- *advance equality of opportunity between different groups; and;*
- *foster good relations between different groups*

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

BRAUNSTONE TOWN COUNCIL
MINUTES OF CITIZENS' ADVISORY PANEL
THURSDAY 2nd MARCH 2017

PRESENT: Councillors N Brown (in the Chair), A Hack, A Ambrose and R Waterton, and local residents Mr M Banton, Mrs T Chavda, Mr J Dodd, Mrs B Hazelgrove, Mr J Hazelgrove, Mrs M Solanki and Mrs J White

Officers in attendance: Mr D Tilley, Executive Officer & Town Clerk, Mrs P Snow Deputy Executive Officer & Community Services Manager, Mrs A Gomes-Alves Community Engagement & Events Co-ordinator

1. Apologies

Apologies for absence were received from Mrs N Blight, Mr J Johnson, Mrs J Tilley, Mr R Tilley and Mrs S Zastawny.

2. Disclosures of Interest

There were no disclosures of interest.

3. Minutes of the Meeting held on 1st December 2016

The Minutes of Meeting held on 1st December 2016 were received and noted.

4. Thorpe Astley Community Centre

Members considered ways to increase bookings and community use of the centre.

It was noted that no communication had been received from the Leicestershire Partnership Trust with regard to using the medical rooms for health service provision. Members expressed frustration with the unoccupied health rooms not being used by the NHS after 6 years since the Centre had been opened. It was felt that if the rooms were not going to be used by the NHS they could be converted to provide other meeting rooms or services highlighted in a survey undertaken with Thorpe Astley residents about their views on the use of the Centre.

Members queried if the Braunstone Life could be approached to enquire if Thorpe Astley could be incorporated in the title of the community magazine. It was noted that the Braunstone Life was a separate organisation run by volunteers but there was little involvement to the newspaper by residents of Thorpe Astley and that the community needed to help and engage with the magazine if they wished to incorporate Thorpe Astley into it.

The provision of nursery provision currently being provided for by Kidaroo at Thorpe Astley Community Centre will cease at the end of the school year 2017. A tendering process was now underway to provide new childcare provision at the centre.

It was suggested that occasional Town Council committee meetings be held at Thorpe Astley Community Centre in future.

5. Update on Braunstone Town Library

Members considered the latest position with the County Council's proposals for Braunstone Town Library. Members were advised that no communication had been received from Leicestershire County Council or Fabula with regards to the library or a hand-over date. It was understood that Fabula were awaiting confirmation of becoming a charity by the Charity Commission.

It was suggested that a "honesty library" be set up at Thorpe Astley Community Centre where local residents could bring in books they no longer wanted and swap them for others left by other residents.

6. Shakespeare Park Improvement Project

Members received an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park. It was noted that the plans for the project had been forwarded to Blaby District Council for planning permission and talks were currently underway to incorporate some minor alterations to the plans. Positive discussions had been held with the user groups and working group with regards to the plans.

Investigations were being undertaken to ascertain what external funding was available for the Town Council to apply to for the project. A meeting had been held regarding funding from Sports England Strategic Facilities funding scheme but it had been confirmed that the project was not eligible for this funding stream.

It was agreed that a site visit would be arranged for Town Councillors in the near future.

7. Annual Survey 2016 - Actions and Responses to Survey Comments 2016

To set out for consideration the actions and responses to the issues and comments raised by residents in the Braunstone Town Council Annual Survey 2016.

It was noted that the new Lubbethorpe Bridge would be opening in the near future but work was still being undertaken on Beggars Lane which would require completion before the bridge was opened. The bridge would be adopted by Leicestershire County Council by the opening date of the bridge. It was also

noted that the street lights on the bridge were on during the night even though the bridge was not yet open.

8. Termination of the Meeting

The meeting closed at 8.42pm.

DRAFT

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 1st JUNE 2017

Item 4 – Braunstone Town Council Annual Report 2016/2017

Purpose

To receive a copy of the Town Council's Annual Report for 2016/2017 and to discuss any matters arising from the Report.

Background

Each year the Council publishes an Annual Report, which is presented at the Annual meeting of the Town Council in May, which sets out its achievements during the previous 12 months. Following adoption of the Annual Report, it is published and circulated along with a satisfaction survey, the results of which are considered by the Town's Citizens' Advisory Panel.

Annual Report 2016/2017

Last year, the Town Council changed the format of its Annual Report:

- a shorter version, 2 pages instead of 4 pages;
- focus on achievements removing standard references and listing of the Council's services;
- a section summarising key plans/projects for the forthcoming year; and
- information which the Town Council is required to publish: accounts and payments to members of the Council remains included.

Instead of sending to 300 random addresses, the Annual Report is to be published in the Braunstone Life (in place of the standard monthly page for the month) and will continue to be available on the Council's website and from the Customer Service Shop.

The 2016/2017 Annual Report is attached at Appendix 1.

Welcome to our Annual Report 2016/2017

By **Councillor Nick Brown**, Leader of Braunstone Town Council

The Town Council continues to provide important services to the community and this Annual Report provides a summary of our achievements over the last 12 months and looks ahead to our aspirations for the next 12 months. Our Annual Survey response this year was our highest ever and showed high satisfaction across our services. We valued your input and throughout the year have acted on comments you made. Therefore, I encourage residents this year to again respond to our survey, your input is valued in shaping our priorities and services to meet resident's needs. I would also like to extend our appreciation to all those local residents and partners who have, over the year, become involved in events and projects instigated by the Council and given their support to assist us in providing the high level of service to local people.



However, there remains difficult decisions ahead for the Town Council, following Blaby District Council's decision to end the payment of the parish share of Council Tax Support Grant and New Homes Bonus from April 2018. This equates to a predicted loss of income of around £45k equating to an approximate increase of 17% on the Town Council's precept (£15 for a typical Band B property). We are already reviewing our options for service reductions, service efficiencies, generating alternative income and the future Council Tax charges.

More up to date information on the Council's services and the latest news can be found on our website at www.braunstonetowncouncil.org.uk or contact our Customer Service Shop at Braunstone Civic Centre where the Council's staff would also be pleased to help.

Once again, thank you for your time.

Councillor Nick Brown

Accounts for the Year Ended 31st March 2017

Year Ended 31 st March 2016		Year Ended 31 st March 2017
£		£
424,269.00	Balances brought forward	350,420.68
477,804.00	(+) Annual Precept	495,653.00
329,155.00	(+) Total other receipts	233,535.76
373,275.00	(-) Staff costs	442,383.95
64,038.00	(-) Loan interest / capital repayments	63,912.42
443,495.00	(-) Total other payments	260,509.61
350,420.00	(=) Balances carried forward	312,803.46
323,741.00	Total cash and short term investments	308,408.89
4,539,448.00	Total fixed assets and long term assets	4,542,472.99
422,628.00	Total borrowings	379,906.10
The Audit for 2016 was completed on 29th September 2016		

MEMBERS ALLOWANCES 2016/2017

The Council believes in openness and transparency, therefore, each year we publish the amount paid to Town Councillors in allowances and the amounts claimed in expenses. Below are the allowances paid (gross) and expenses claimed.

	ALLOWANCE	EXPENSES	TOTAL
Cllr A Ambrose	£375	£0	£375
Cllr M S Aslam	£375	£0	£375
Cllr A S Basra	£375	£0	£375
Cllr P Basra	£325	£0	£375
Cllr R Berrington	£375	£0	£375
Cllr S Betts	£375	£0	£375
Cllr N J Brown	£0	£0	£0
Cllr A DeWinter	£375	£0	£375
Cllr D Di Palma	£0	£18	£18
Cllr S Fox-Kennedy	£375	£0	£375
Cllr A Hack	£375	£0	£375
Cllr D Joshi	£375	£0	£375
Cllr P Kennedy	£375	£0	£375
Cllr B Layne	£375	£0	£375
Cllr Sam Maxwell	£375	£0	£375
Cllr Stuart Maxwell	£375	£0	£375
Cllr P L Moitt	£375	£0	£375
Cllr G Sanders	£375	£0	£375
Cllr T Shepherd	£108	£0	£108
Cllr D Singh	£325	£0	£325
Cllr R Waterton	£375	£0	£375
Cllr B Wright	£375	£0	£375

Our Mission Statement

"We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination."



BRAUNSTONE CIVIC CENTRE CUSTOMER SERVICE SHOP

Monday – Friday, 9.00am – 5.00pm

Kingsway, Braunstone Town, Leicester, LE3 2PP TEL: 0116 289 0045 FAX: 0116 282 4785

EMAIL: enquiries@braunstonetowncouncil.org.uk www.braunstonetowncouncil.org.uk

About Braunstone Town Council



The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.

The Council comprises 21 members who are elected every four years. Each year the Council elects from amongst its number the Town Mayor, Deputy Town Mayor, Leader and Deputy Leader

The Full Council meets six times a year. The Council has three standing committees: Policy & Resources, Community Development and Plans & Environment Committee. The Plans & Environment Committee meets approximately twelve times a year. All Meetings are open to local residents and include a public participation session on the Agenda. Agendas for the Council and standing committees are available to the public a week before the meeting date. Meetings are held at the Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP. Further information is available on request by telephoning the Council on 0116 2899270 and can also be found on the notice board at the Town Council Offices, Thorpe Astley Community Centre and on the Council's Website

Our Achievements in 2016/2017

- Improvements to our **Parks & Open Spaces** – installation of replacement safety surfaces and new play equipment.
- Following consultation, formulated plans for additional services at **Thorpe Astley Community Centre**, in the event that NHS services are not forthcoming.
- Provided support and co-ordination for **community events** to celebrate HM **Queen's 90th birthday**.
- Co-ordinated and supported Community Groups to deliver a varied **programme of events to the community** including quiz nights, concerts and craft fairs.
- Undertook **successful Annual Survey consultation** (increasing responses from 24 to 55) helping us shape services to meet resident's needs.
- **Improved access to services for customers** through new CRM system enabling service requests, incidents and enquiries to be logged and tracked, providing an efficient first and one-stop service for residents.
- Working to **protect Library services** held discussions with both the County Council and the group who are due to take over the management of the Library to ensure that residents aspirations form part of future service delivery plans.
- Worked with Blaby District Council to deliver **summer sports and recreation activities** at Mossdale Meadows and Thorpe Astley Park and provided for the **BB19 Youth Bus** to continue to visit the Town each week.
- Following a public consultation, finalised plans for **improvements to the Pavilion, recreation and play facilities at Shakespeare Park**, aiming for work to commence in 2017/18.
- Continued to work with Blaby District Council to support initiatives aimed at **improving air quality** and mitigating impact of the Lubbethorpe development on residents.
- Following feedback, launched a brand-new **website**, improving navigation and page information and integrating information from social media.
- Worked to ensure the **continuation of pre-school services at Thorpe Astley Community Centre**.
- Commenced a review of the use and charging of **Community Centres** to ensure they remain accessible for all residents.

Room Hire Figures

CENTRE		Year Ended 31 st March 2017
Braunstone Civic Centre	Hires	3400
	Income	£67,036.40
Thorpe Astley Community Centre	Hires	1339
	Income	37,569.34

Plans for 2017/2018

In addition to the continuing with the existing level of services, the Town Council aims to achieve the following during the forthcoming year:

- Invest in the redevelopment and improvement of sporting, recreation and play **facilities at Shakespeare Park**;
- **Improvements to our community facilities** at both Braunstone Civic Centre and Thorpe Astley Community Centre;
- Continue to provide and support important **quality of life** initiatives, such as crime reduction and grants for community groups, youth projects and individuals and tackling poor air quality;
- Positively and proactively respond to the evolving and changing social demographic of the community through developing and supporting new and existing events and **community/social inclusion initiatives**;
- Meet the needs of Thorpe Astley residents by facilitating the delivery of **services and events at Thorpe Astley Community Centre**;
- Continue to work to **keep Braunstone Town Library open**;
- Complete the legal transfer of open spaces at Thorpe Astley to the Town Council in order to enable future investment and improvement to the facilities, including ensuring improvements are implemented to the **Culvert at Thorpe Astley Park**;
- Actively working with the developer and Blaby District Council to ensure that the **land adjacent to the M1 bridge is suitably landscaped** to provide protection for residents from the new road and to provide a leisure and recreation space;
- Continue to look to make efficiency savings while ensuring the existing **services are safeguarded and where appropriate improved**.

Braunstone Town Council Annual Survey – Free Prize Draw - £50

The views of Braunstone Town residents are vital in assisting the Council in providing services that people really want and also helps us to articulate the needs and aspirations of our local community to the larger District and County Councils or to other agencies and government bodies.

You can help us in making decisions on our services by completing the Council's Annual Survey. Hard copies can be obtained from Braunstone Civic Centre and Thorpe Astley Community Centre, or if you wish we can post it to you. The survey is also available online at www.braunstonetowncouncil.org.uk

CLOSING DATE FOR RETURNING YOUR RESPONSES FRIDAY 25TH AUGUST 2017.

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 1st JUNE 2017

Item 5 – Braunstone Town Council Annual Survey

Purpose

To receive a copy of the Town Council's Annual Survey and to note the distribution method.

Background

Each year, once the Annual Report has been agreed at the Annual meeting of the Town Council in May, the Annual Survey is published and circulated alongside the Annual Report.

Annual Survey 2017

In 2015, the Annual Survey was amended to include questions relating to some of the Council's initiatives as well as including a satisfaction survey. This approach was received well by those responding as well as by the Citizens' Advisory Panel and the same approach was adopted for the survey in 2016.

In 2016 instead of sending the survey to 300 random addresses across the Town, which produced a response of 4% (numbers of responses being in the early 20s), a note was included in the Annual Report, which was published in Braunstone Life to say the survey is available on the Town Council's website and from the Customer Service Shop. 55 survey responses were received in 2016 compared to 24 in 2015 and 23 in 2014.

The results of the 2016 survey were considered by Citizens' Advisory Panel on 1st September 2016 and responses to the survey comments were received by the Panel on 2nd March 2017, both can be found on our website, and demonstrates the Town Council's commitment to considering and responding where possible to the suggestions and comments included in survey responses.

The same approach has been adopted for the survey this year (2017), albeit that some of the survey questions have been amended and tailored to the recent achievements and forthcoming priorities.

The proposed Annual Survey 2017 is attached, which will be considered for approval by Policy & Resources Committee on 15th June 2017.

The results of the satisfaction survey are due to be presented to the Citizens' Advisory Panel at the next scheduled meeting on 7th September 2017.

You can help us in making decisions on our services by completing the Satisfaction Survey overleaf. We welcome your comments where possible so we can understand your choice of level of satisfaction.

Please let us have your views and return the form to the Town Council: (one submission per resident).

CLOSING DATE FOR RETURNING YOUR RESPONSES - FRIDAY 25th AUGUST 2017

THE FIRST FORM TO BE RANDOMLY SELECTED BY THE TOWN MAYOR PRIOR TO THE COUNCIL MEETING ON 29TH SEPTEMBER 2016 WILL RECEIVE £50
(Please complete your contact details below).

To claim the £50 prize, the winner must agree to a cheque presentation from the Town Mayor, a photograph being taken and this being used in Town Council publicity. Town Councillors and Town Council employees are welcome to submit a response but are not eligible to be entered into the draw. Anonymous submissions are welcome; however, to be entered into the draw you must provide your full name and address.

BRAUNSTONE TOWN COUNCIL SATISFACTION SURVEY	Very Satisfied	Satisfied	Dissatisfied	Not aware of this	Do not use this service
What is your opinion of the level of the following services provided by the Council?					
Braunstone Civic Centre <i>(function rooms, activities, hire charges, etc.)</i> COMMENTS:	<input type="checkbox"/>				
Customer Service Shop <i>(at the Braunstone Civic Centre)</i> COMMENTS:	<input type="checkbox"/>				
Thorpe Astley Community Centre <i>(function rooms, activities, hire charges, etc.)</i> COMMENTS:	<input type="checkbox"/>				
Community Services					
• Crime Reduction Services <i>(NHW advice, Town Watchers, sale of personal alarms, etc.)</i>	<input type="checkbox"/>				
• Grants' Scheme <i>(including assistance to groups in applying for funding)</i>	<input type="checkbox"/>				
• Sponsored Programme of Events <i>(type and range of events, etc.)</i>	<input type="checkbox"/>				
Open Spaces & Parks <i>(play equipment, location of litter/dog bins, etc.)</i> COMMENTS:	<input type="checkbox"/>				
Town Council's Website and Social Network pages <i>(content, ease of use etc.)</i> COMMENTS:	<input type="checkbox"/>				
How we Consult and Inform Local Residents <i>(quality of feedback, information provided, etc.)</i> COMMENTS:	<input type="checkbox"/>				
The Bar at the Civic Centre <i>(accessibility, opening hours, etc.)</i> COMMENTS:	<input type="checkbox"/>				

BRAUNSTONE TOWN COUNCIL SATISFACTION SURVEY Continued		Very Satisfied	Satisfied	Dissatisfied	Not aware of this	Do not use this service
What is your overall opinion of the performance and services provided by Braunstone Town Council? GENERAL COMMENTS:		<input type="checkbox"/>				
BRAUNSTONE TOWN COUNCIL INITIATIVES Please rate how important you consider the following Town Council services and initiatives		Very Important	Important	Not Important	Not required	Not aware of this initiative
<ul style="list-style-type: none"> • Improvements to the Pavilion, recreation and play facilities at Shakespeare Park 		<input type="checkbox"/>				
<ul style="list-style-type: none"> • Improvements to our Community Centre facilities (both Braunstone Civic Centre & Thorpe Astley) 		<input type="checkbox"/>				
<ul style="list-style-type: none"> • Initiatives to improve Quality of Life (e.g. initiatives to help reduce crime and improve air quality) 		<input type="checkbox"/>				
<ul style="list-style-type: none"> • Supporting Community Groups and facilitating new groups and community events 		<input type="checkbox"/>				
<ul style="list-style-type: none"> • Facilitating delivery of additional services / community events at Thorpe Astley Community Centre 		<input type="checkbox"/>				
<ul style="list-style-type: none"> • Ensuring the continuation of Braunstone Town Library 		<input type="checkbox"/>				
<ul style="list-style-type: none"> • Improvements to Park facilities at Thorpe Astley 		<input type="checkbox"/>				
<ul style="list-style-type: none"> • Using land adjacent to the new M1 bridge at Thorpe Astley for leisure and recreation 		<input type="checkbox"/>				
COMMENTS:						
Any additional issues, services or initiatives, which you feel the Town Council should be addressing?						
YOUR DETAILS						
NAME			ADDRESS			
EMAIL				TEL NO.		

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 1st JUNE 2017

Item 6 – Shakespeare Park Improvement Project

Purpose

To receive an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park.

Funding

Section 106 Open Space Contribution

The Town Council would be able to access this money for enhancement of the play area at Shakespeare Park.

Sport England – Strategic Facilities Fund

Sport England's Strategic Facilities Fund had been identified as a potential source for contributions towards the redevelopment of the Pavilion facilities and improvements to the site layout; however, following discussions with representatives from Sport England on 1st March it emerged that this fund was specifically targeted towards coalescing several sports from different sites onto one site in order to make operational and revenue efficiencies.

Sport England – Community Asset Fund

Discussions did however, identify the Community Asset Fund as an appropriate source of funding, this fund has offers between £5,000 and £150,000 and, unlike some other sources of funding, there are no limits on the overall cost of the project.

A meeting was held on 28th March with a representative of Leicestershire & Rutland Sport who advised on the requirements for obtaining funding from the Community Asset Fund and was supportive of the aims and objectives and encouraged application for £150,000. A copy of the fund guide is attached at Appendix 1.

Modifications to the Building and Layout

Following feedback from the District Planning Authority (considered by the Committee at the January meeting), both the quantity surveyor and architects are working on modifications to the design and layout plans to meet the requirements without adversely affecting the projected costs.

Project Timescales

Should the Council seek to apply for both the Sports England Community Asset Fund and the Open Space Contribution, then revisions to the project timescales will be required in order to accommodate the deadlines. Proposed indicative revised timescales are attached at Appendix 2.

Action Requested

The Panel are invited to consider initiatives which will encourage regular & sustained use of the new facility and potential options for sport, recreation and healthy living development programmes, which will increase participation and provide talent pathways.



**SPORT
ENGLAND**

APPENDIX 1



COMMUNITY ASSET FUND GUIDE

JANUARY 2017



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INTRODUCTION TO OUR COMMUNITY ASSET FUND

THE PLACES WHERE PEOPLE PLAY SPORT AND GET ACTIVE REALLY MATTER

Whether it's the park you run through, the hall you do classes in or the pitch you play on, welcoming and accessible spaces have a big impact on a person's experience – and likelihood of coming back.

Traditional sports facilities where people enjoy physical activity are an important part of this, but it can be much wider too. It doesn't have to be a traditional space – or a traditional sport.

Our Community Asset Fund is a programme dedicated to enhancing the spaces in your local community that give people the opportunity to be active.

There are a number of things we want to achieve with this funding, but most importantly we want to help local organisations to create quality and financially sustainable facilities that benefit their community for years to come – which may mean providing help to get things up and running too.

While we will continue to invest in projects that retain people in sport and increase the number who are regularly taking part, we're also looking to invest in projects that look beyond this to how sport and physical activity can – and does – change lives and becomes a force for social good.

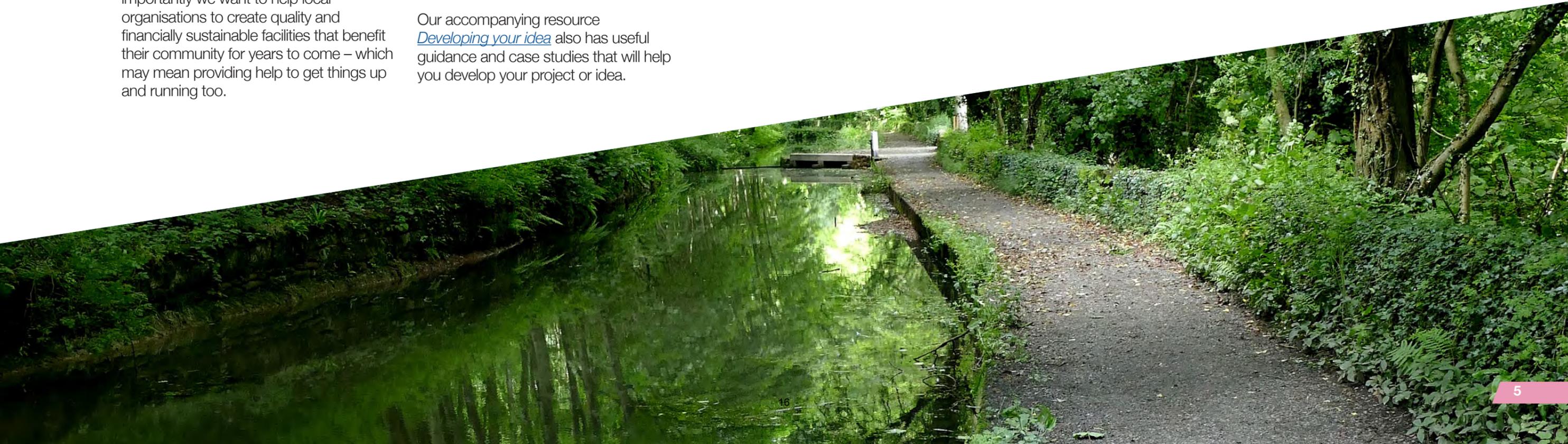
If you think the Community Asset Fund might be for you, this guide will tell you a bit more about the programme, including:

- Why and how we're doing things differently
- What we can fund
- Who we can work with
- How you can apply.

Our accompanying resource [Developing your idea](#) also has useful guidance and case studies that will help you develop your project or idea.

KEY FACTS

- **Fund:** Community Asset Fund
- **What we want to achieve from this investment:**
 - Improve and protect existing sports facilities that support the needs of local communities
 - Invest in new and different places that meet the needs of local communities, which include our target audiences
 - Ensure our capital investment reaches organisations who have not accessed our funding before
 - Create a more resilient, sustainable, less grant dependent sport sector
- **Who we want to work with:** We welcome applications from all organisations
- **Value:** £15 million per annum
- **Opening:** 30 January 2017
- **Anticipated size of bids:** £1,000 to £150,000
- **Timeframe:** No deadline
- **Awards made from:** February 2017.



WHY WE ARE DOING THINGS DIFFERENTLY

OUR NEW COMMUNITY ASSET FUND MARKS A CHANGE FROM THE WAY WE'VE PREVIOUSLY INVESTED IN FACILITIES FOR SPORT AND PHYSICAL ACTIVITY

The change in approach is in response to our new strategy *Towards an Active Nation* and our contribution to delivering the five outcomes:

- Physical wellbeing
- Mental wellbeing
- Individual development
- Social and community development
- Economic development

We've looked critically at what we do and importantly asked for feedback from those that have previously applied for funding – as well as organisations we've never worked with before.

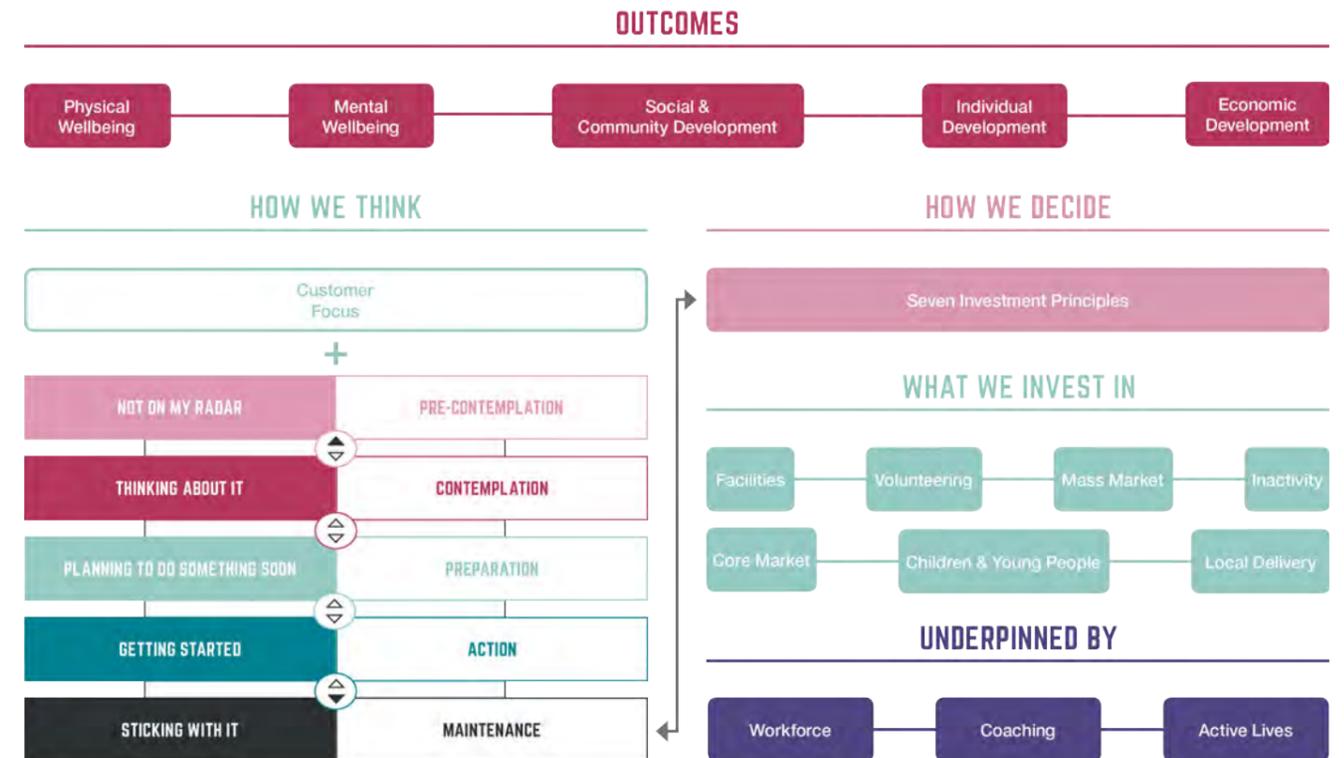
The programme will build on the experience we've gained from the delivery of our previous funding programmes: Inspired Facilities and Protecting Playing Fields.

Through our Community Asset Fund, we want to continue to invest in the local infrastructure that gives people the opportunity to get active. But we need to do more. For example we need to consider how to:

- > Work with new and different organisations that can reach new and different audiences – particularly hard to reach groups and communities
- > Develop new ideas that really respond to customer needs in their local communities
- > Reduce grant dependency across the sector
- > Create more resilient and sustainable places to be active

That means we need to spend more time working with projects and organisations and we need to maximise the impact and reach of our resources.

SPORT ENGLAND STRATEGY: TOWARDS AN ACTIVE NATION



HOW WE ARE DOING THINGS DIFFERENTLY

WE WANT OUR COMMUNITY ASSET FUND TO HAVE THE MAXIMUM IMPACT ON OUR OUTCOMES AND DELIVER A BETTER EXPERIENCE FOR THE ORGANISATION APPLYING – NO MATTER WHAT THE OUTCOME

To achieve this, we've taken a radically different approach to how we run the programme.

OUR NEW APPROACH

- **Open all the time.** There will be no deadlines, so you can apply whenever your project or idea is ready
- **Regular and quick decision-making.** We know that when an application is made to us, the sooner you can have a decision the better. We will commit to making regular decisions as soon as possible on all applications
- **Short and simple application.** We want to keep the information you have to provide in the first instance to a minimum. We don't want you to spend a lot of time or incur costs if we can't support you – but we also want to know enough to make a good decision
- **No supporting information initially.** We will only ask for supporting information when we have made an in-principle decision after the assessment of your application. We don't want to waste your time asking for information that we only need if we are able to offer you funding
- **It's just about your project.** The information we will ask for is the information you know – the details of your organisation, your project and the community and people you work with. We don't expect you to interpret our strategy
- **More flexibility.** We want to be able to treat each project and organisation on an individual basis and ensure information we request or the approach we take is reasonable and proportionate. This might mean agreeing timeframes, supporting information or offering additional support
- **More developmental.** We want to work with you and can add value beyond any grant funding. For the projects we work with, depending on the nature of what you want to do, we will support and help you where we can
- **Continuous improvement.** We want to continuously learn about how our investment makes a difference while providing the best experience for you, so we'll seek your feedback and make changes as appropriate.



WHAT WE WILL FUND

WE WANT TO TALK TO AND HEAR FROM LOTS OF DIFFERENT ORGANISATIONS WITH GREAT IDEAS TO CREATE, OR IMPROVE, OPPORTUNITIES TO PLAY SPORT AND GET PHYSICALLY ACTIVE

We know every project will be different as every community is different. It doesn't have to be a traditional space – or a traditional sport. For instance, there are thousands of outdoor spaces up and down the country – like canal towpaths, woodlands and open spaces – all with potential to be used and enjoyed as part of an active lifestyle.

Any organisation with a great idea can apply for our support. You might be:

- > **Looking to take over an underused sports facility or one under threat of closure.** You might need support to bring a building back into use or need improvements to a recreational space
- > **Wanting to expand or improve the sporting experience you offer your customers.** You could be looking to improve a changing room or installing new toilets, heating system or social space

> **Responding to an emergency or unexpected event that is stopping people from being active.** You might need to fix a roof that's been damaged or repair an area after flood damage

> **Or simply have a great idea for a project.** You might want to make improvements to a building or open space that's clearly needed in the local community.

If your project is still at an early stage and you're not completely sure what you want, please read our accompanying resource [Developing your idea](#), which has useful tips and case studies about projects that have been delivered. Get in touch either by email funding@sportengland.org or give us a call on 03458 508 508.

HOW MUCH YOU CAN APPLY FOR

We'll review every project individually but it is up to you and your organisation to shape your project and the funding request that you make to us. Based on our experience, we know that small- and medium-scale awards can make a significant difference to an organisation and the community it serves. Therefore we expect our typical awards to be either:

Small-scale investments typically ranging from £1,000 to £15,000

These will address emergency works due to something like storm or flood damage, or something totally unexpected that is stopping people from being able to stay active right now.

Medium-scale investments typically ranging from between £15,000 to £50,000

These will address more substantial changes. This might be an upgrade to an existing facility or developing a new space in the community.

By exception, we will consider larger investments ranging from £50,000 to £150,000. This will be when organisations can demonstrate a considerable impact or are targeting under-represented groups. They are also unlikely to have received funding from Sport England previously.

THINGS WE CAN'T FUND

There are some things that we're not able to fund through this programme. Below is a list of some of the typical ones we get asked about – but if you're not sure please call us or [email](#).

- Revenue-only projects
- Routine maintenance and repairs resulting from wear and tear
- Children's playgrounds and play equipment
- Projects intended for private gain
- Retrospective funding (this is paying for works you have already completed)
- Projects we've funded in the past
- Football-only projects
- Small-scale cricket projects

SMALL-SCALE CRICKET PROJECTS

Sport England directly funds the English Cricket Board (ECB) and their [Get the Game On](#) programme, which provides small-scale capital funding to cricket clubs across the country.

ECB is open for small grants applications annually between November and January. Themes for the ECB small grants funding are:

- Pitch covers
- Kitchen and social area
- Energy/water consumption
- Flood defence measures

If you have a small scale project which is not covered by the themes listed above, it is eligible for Sport England Community Asset Fund.

FOOTBALL-ONLY PROJECTS

Sport England directly funds the [Football Foundation](#), which provides funding to a range of football projects. If you have a football-only project, we suggest you contact your [FA County Association](#) for more information.

We can fund multi-sport projects that include football – but football must not be the majority activity that is being funded. Please see further information on page 15.

WHO WE WANT TO WORK WITH

ANY ORGANISATION WITH A GREAT IDEA CAN APPLY FOR OUR SUPPORT. PUT SIMPLY, IT'S WHAT YOU CAN DO THAT COUNTS, NOT WHO YOU ARE

The Government's strategy for sport [Sporting Future](#) sets out that any decision on organisations that receive public funding should be based on what it can contribute to its five outcomes, as set out on page 6.

You may be a community organisation or club that currently:

- > Owns or leases existing local facilities that offer the community the chance to play sport and be active
- > Is considering taking over an existing local facility that might not be a traditional space for sport
- > Haven't accessed our funding before but that want to create great spaces for people to be active.

We want to work with sports clubs and community groups that really respond to the people in their local community. We're looking to work with different groups and organisations that ensure everyone has the opportunity to choose to take part in sport and physical activity as part of their lives.

Organisations we offer funding to will be committed to provide a sustainable place to be active in their community for the long term.

We especially want to help organisations who have not received a lottery award greater than £10,000

before. For example, the programme will support groups to get a foot on the ladder and become a formal organisation, such as a 'Friends of' group.

WE WON'T RULE OUT A GOOD PROJECT IF THERE ARE PRACTICAL AREAS THAT CAN BE SOLVED WITH SOME ADVICE OR SUPPORT.

If you are successful and receive investment through our Community Asset Fund, you will need to be eligible to receive public funding – but we won't start with eligibility. We won't rule out a good project if there are practical areas that can be solved with some advice or support.

WHAT WE MEAN BY ELIGIBILITY

Sport England has certain eligibility criteria that ensures public funding is properly managed. In the past, we have automatically rejected applications due to eligibility and may have not funded organisations that need our support.

With the Community Asset Fund, the onus is on what you can do. We know most organisations will be eligible but we also know some will not be. This won't be a problem in the first instance.

Only by the time an award is made will an organisation need to demonstrate they are eligible. This means they will need to meet the appropriate tier of our [Code for Sports Governance](#) and provide the relevant evidence.

One element we take very seriously is the protection of children, young people and adults at risk. Organisations we fund must have up to date, fit for purpose, safeguarding policies and practices in place. Simple, practical and independent advice on safeguarding is available from the [Child Protection in Sport Unit's website](#).

YOUR SPACE OR FACILITY

Our Community Asset Fund is a facility based development programme – so it's focused around a specific place or space. Appropriate ownership of

the facility or space is an eligibility requirement.

If you are planning to change a space, for example, adding signage or a more substantial redevelopment of a building, it is likely you will need permission to make any changes legal. As well as being assured of permission, we need to ensure a long term benefit for our investment that is proportionate to the investment we're making. Applicants will, therefore, need to own the space or facility through freehold or leasehold for a minimum period of time.

If you are working towards having appropriate ownership, please apply and tell us where you're up to.

If you don't own the facility or space but want to discuss your situation, please give us a call us on 03458 508 508 or email: funding@sportengland.org

STATUTORY BODIES AND ALL EDUCATION ESTABLISHMENTS

Statutory bodies like local authorities and all education establishments provide important community sports facilities at a local level. Our Community Asset Fund is open to applications from all bodies but an annual budget will be ring-fenced for these organisations. Although we will always look objectively at each project, statutory bodies and education establishments are different to community organisations and so we will reflect that when considering your application.

Statutory bodies and education establishments will specifically need to:

- Provide a minimum of pound-for-pound partnership funding
- Demonstrate the strategic need for their project proportionate to the scale of investment requested
- Limit requests to a maximum of £150,000 within any 12 month period

Please note; we understand Statutory bodies and education establishments are more likely to need to access to higher levels of investment of up to £150,000 however, awards over £100,000 will be the exception rather than the norm.

For local authorities considering Community Asset Transfer or applications across multiple sites, we strongly recommend contacting us via [email](#) or phone 03458 508 508 to discuss any queries.

WE CAN'T FUND EVERYTHING

ONE OF THE KEY OBJECTIVES OF OUR COMMUNITY ASSET FUND IS TO HELP CREATE A MORE SUSTAINABLE AND LESS GRANT-DEPENDANT SECTOR FOR COMMUNITY SPORT

We know from experience that all our capital funding programmes are oversubscribed, which means we have to make some really tough choices.

Every project we see is developed in good faith, backed by a group of enthusiastic people that have identified a need in their community. Unfortunately we can't fund every project, but we would like to fund as many as we can. We want our investment to have the greatest impact, which means prioritising those projects and places that most need our support. We'll work hard with the organisations we support – but it also means we're keen to see organisations consider and seek other funding options first.

We call this partnership funding as it can involve getting local partners onside to support a project financially and it makes the case for investment stronger. While we would prefer all projects to have some partnership funding or value in kind, it isn't a requirement. We recognise that for some it may not be possible to secure it. If you are unable to do so, we will not rule out your application.

Sport England is, however, a funder of last resort, so the more you can contribute or plan to contribute to your project, the better.

HOW CAN WE HELP OURSELVES

There are many ways to raise funding for your organisation now. From cake sales to boot fairs and crowdfunding to social sector investment, fundraising could be a good way to get started. Examples of raising finance include:

- Donations and fundraising
- Crowdfunding
- Gift Aid
- Loans
- Community Shares
- Social Investment Tax reliefs (SITR)
- Social investment

We've developed advice covering a range of potential funding sources available on our [website](#). Our [Developing your idea](#) resource also contains a case study which outlines how a project generated alternative sources of funding.

IT'S IMPORTANT WHEN YOU CONSIDER MAKING AN APPLICATION FOR INVESTMENT THAT YOU HAVE TRIED TO SECURE SOME LOCAL FUNDS OR FINANCE FIRST.

WHAT ABOUT FUNDING FROM OTHER SPORT ORGANISATIONS?

Other sports organisations such as national governing bodies (NGBs) can be a source of partnership funding. There are occasions where funding may have originated from Sport England and, in this situation, partnership funding would not be valid. But we can provide advice on this as can the NGB in question.

FROM CAKE SALES TO BOOT FAIRS AND CROWDFUNDING TO SOCIAL SECTOR INVESTMENT, FUNDRAISING COULD BE A GOOD WAY TO GET STARTED.

FOOTBALL FOUNDATION FUNDING

As stated earlier, though football-only projects are not eligible, multi-sport projects that include football can be funded. This may lead to situations where the Football Foundation funding is offered as part of the total project cost. Given Sport England's relationship with the Football Foundation, this is allowed but only when at least one other significant partner is investing a third or more of the funding.

In this circumstance, funding from the Football Foundation would be used towards the football element of the project and Sport England's investment would be used towards facilities dedicated to the other sport and community activities being offered. For example, a two team changing pavilion with social/coach education space which is further enhanced by additional community facilities. These facilities would provide dedicated activity space for at least one other sport or activity and/or office/meeting room space for other community organisations, enabling it to act as a hub for the local community.

HOW YOU CAN APPLY

YOU CAN APPLY TO OUR COMMUNITY ASSET FUND THROUGH A SIMPLE ONLINE APPLICATION FORM FROM 30 JANUARY 2017

We have made some big changes to improve the experience when applying to our Community Asset Fund programme. These changes are in response to feedback we received from those that have previously applied for funding and from speaking to organisations we've never worked with before.

We want the process to be as easy as possible. Every organisation that applies to our Community Asset Fund will complete a single online application form. This provides us with the basic information we need about your project, your organisation and the people who will benefit.

The application form will be:

- > **Just about your project.** The information we will ask for is the information you know – the details of your organisation, your project and the people you work with
- > **Short and simple.** The application form will be kept to the minimum we need to make a decision on your application
- > **Requires no supporting information initially.** We'll only ask for supporting information when we have made an in-principle decision after the assessment of your application. We don't want to waste your time asking for information that we only need if we are able to offer you an award.

We will assess all applications as they come in on a rolling basis. A member of our dedicated grants team will review your submission to understand your project. We'll also consider other information about your area and any insight we have on the people you are working with.

If the decision is positive then the next steps will be to supply reasonable and proportionate information. Find out more on page 18 of this guide.

We aren't able to fund every project – but we will provide feedback where possible. If we cannot support your project, we will explain why and offer any relevant support and advice available.



HOW WE WILL MAKE DECISIONS

WE THINK IT IS OUR JOB TO UNDERSTAND YOUR PROJECT AND CONSIDER HOW IT CAN CONTRIBUTE TO OUR STRATEGY

For you, it should just be about your organisation, the people you are working with and what you want to do.

We don't want you to worry about or waste time interpreting our strategy. We're just going to ask you the questions that will help us understand your situation and allow us to make a good decision. We will ask you about:

- > Your organisation – who you are, what you do
- > What your project is – what you want to do
- > Where it is – where the facility or space is
- > Why your project is needed – what's the rationale
- > Who will benefit – so who are the people and customers
- > How you will make it happen
- > How much money do you have or need to make it happen

We will then consider your application and the extent to which it delivers against one or more of the five outcomes set out in the government's strategy for sport [Sporting Future](#).

Taking the lead from the Government's strategy, we will then draw on the seven investment principles we outlined in our strategy [Towards an Active Nation](#) to make a decision.

SEVEN INVESTMENT PRINCIPLES:

- A clear line of sight to the objectives in *Sporting Future*
- Ensure investment benefits underrepresented groups
- Use behaviour change to make investment choices
- Get maximum value from all our resources, not just our cash
- Strike a balance between 'bankers' and 'innovators'
- Review our investment portfolio regularly and remove funding if an investment is failing and cannot be rescued
- Encouraging increased efficiency.

There are no additional criteria, so it really is just about you telling us about your project – which is the information you know best.



WHAT HAPPENS IF YOU'RE SUCCESSFUL

APPLYING FOR OUR COMMUNITY ASSET FUND WILL BE A BESPOKE EXPERIENCE CENTRED ON YOUR PROJECT AND YOUR CIRCUMSTANCES

After your submission, we will give you a decision as soon as possible. If this decision is positive, then the next steps will be reasonable, proportionate and based on various factors, including:

- The nature of your project
- The amount of money you've requested
- The context of your request
- Who your project will benefit.

If you have asked for a small-scale investment in response to an emergency or unexpected event, we know time is of the essence. If we can support you, we will look to make a quick award.

If you have asked for a medium-scale investment, we will work with you to agree on any further information required. This might be specific information about your organisation, the nature of the works you want to undertake, the people who will benefit or how you plan to operate in the future.

As well as bespoke requirements, there is also some standard information we will require.

MONITORING AND EVALUATION

We'll ensure that there is a clear line of sight between the investments we make and the contribution they make to our overarching outcomes, as set out in our strategy [Towards an Active Nation](#).

All our investment is directed towards more people from every background being able to regularly and meaningfully take part in sport and physical activity. We'll therefore evaluate and continue to monitor our investments so that we understand the impact it is having in the local community.

Sports clubs and community groups that receive funding from us will play an important part in helping us by sharing key information. We will look to minimise any reporting requirements by taking a proportionate approach related to the scale and type of projects that are funded.

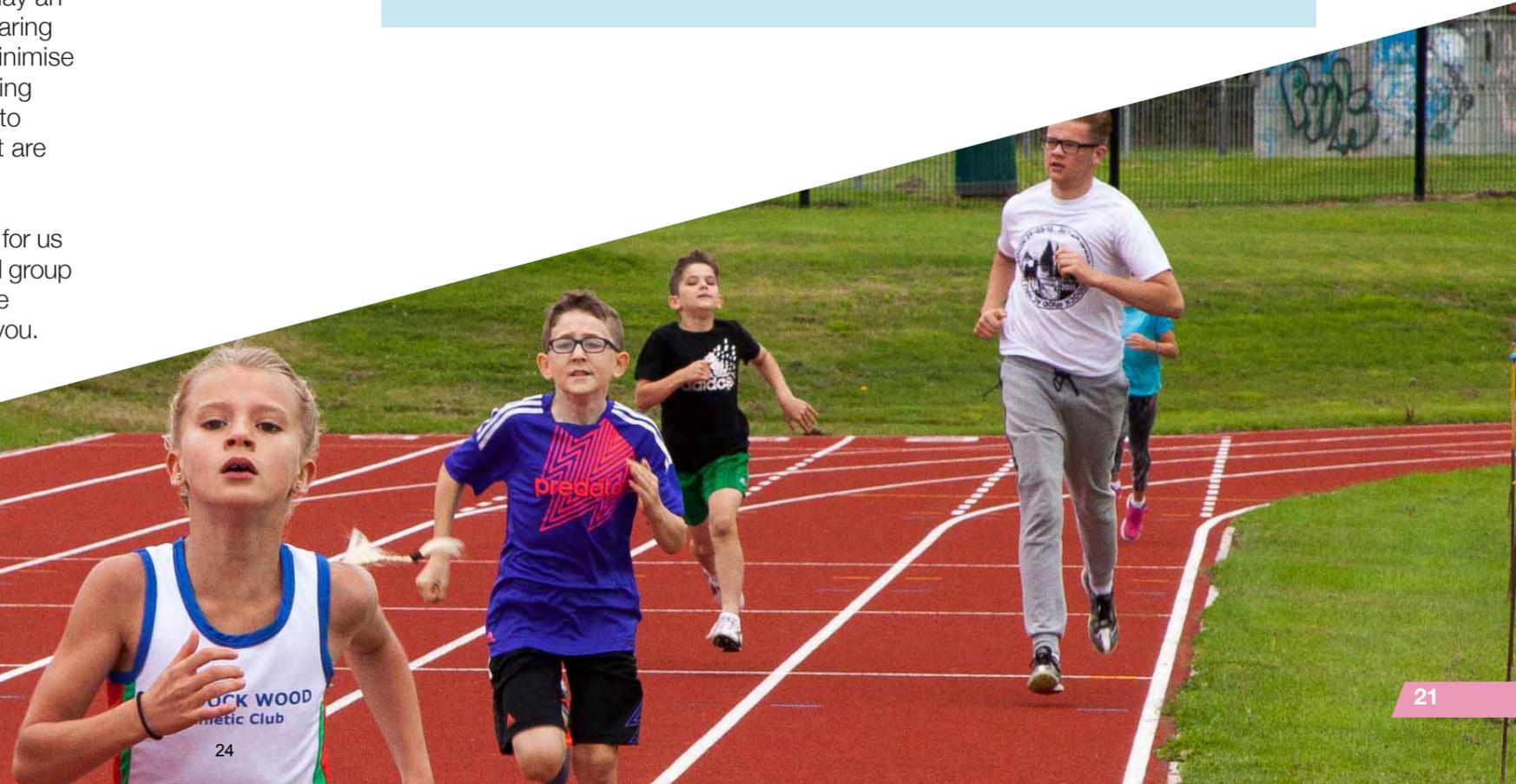
If your project offers an opportunity for us to learn about an underrepresented group or type of project, we will make sure resources are provided to support you.

INFORMATION YOU WILL NEED TO PROVIDE

The standard information we require is based on the minimum we would need to make an award and report good management of public funds.

- Evidence of your organisations governance arrangements
- Evidence of financial management
- Evidence of an organisational bank account
- Evidence of ownership of facility or space
- Evidence of appropriate Child Protection and Adults at risk policy and procedures

Please note: For statutory bodies requirements are reduced due to the nature of your organisation.



NEXT STEPS

OUR COMMUNITY ASSET FUND WILL BE OPEN TO APPLICATIONS THROUGHOUT THE YEAR

Having read this guide and our supporting resource [Developing your idea](#), we hope you now have a good understanding of the Community Asset Fund and what we are trying to achieve from the programme.

We strongly recommend that you don't rush making an application as we know projects and ideas take time to develop – so come to us when it works for you.

This is not a 'dash for cash' – we will remain open throughout the year.

Our *Developing your idea* resource provides useful tips and things to think about for if you're developing a project. It's worth taking a few minutes to read as there might be some things you can adopt to develop your thinking.

You can also give us a call if you'd like to discuss your idea. We can't offer any advice on the success of your application but we can chat it through and point you in the direction of available resources which might help.

If you'd like to get in touch, please do not hesitate either via [email](#) or call us on our helpline number: 03458 508 508.





Sport England
21 Bloomsbury Street
London WC1B 3HF

sportengland.org

APPENDIX 2 – TIMESCALES

The following is the proposed updated timescales for the project, taking into account assumptions in the report:

May 2017	<ul style="list-style-type: none"> • Further investigation of funding sources • further assessment and modifications based on planning advice
June 2017	<ul style="list-style-type: none"> • Working Group meets to discuss funding sources, Business Case, any design changes for the planning application, issues raised in the consultation and future operational arrangements • Policy & Resources Committee approves any changes to design and layout, further funding and operational arrangements • Planning Application Submission (8 Weeks) • Exploring options around long term leases with Clubs
July 2017	<ul style="list-style-type: none"> • Invitation to Quote for Playground and Tennis Courts Works • Applications for Funding • Planning Approval • Tender Submission
August 2017	<ul style="list-style-type: none"> • Preparation of Building Regulation Application and Submission • Obtaining Estimates for Proposals for Pavilion/Car Park • Tender Return • Approval by Policy & Resources Committee of funding, awarding of Contracts and confirmation of timescales.
September 2017	<ul style="list-style-type: none"> • Lead in Period • Closure of Tennis Courts for Plant
October 2017	<ul style="list-style-type: none"> • Commencement of Building Works on Pavilion
March 2018	<ul style="list-style-type: none"> • Commencement of works on Playground
April 2018	<ul style="list-style-type: none"> • Completion of works on Playground
August 2018	<ul style="list-style-type: none"> • Pavilion becomes fully operational • Demolition of Old Pavilion begins • Works on Car Park and Car Park extension • Commencement of work on Tennis Courts
September 2018	<ul style="list-style-type: none"> • Completion of work on Tennis Courts • Site becomes fully operational

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 1st JUNE 2017

Item 7 – Update on Library Services

Purpose

To consider the latest position with the County Council's proposals for Braunstone Town Library and implementation of an honesty book exchange at Thorpe Astley Community Centre.

Background

At the last meeting on 2nd March 2017, the Panel considered the latest position with the County Council's proposals for Braunstone Town Library. The Panel were advised that no communication had been received from Leicestershire County Council or Fabula with regards to the library or a hand-over date. It was understood that Fabula were awaiting confirmation of becoming a charity by the Charity Commission.

It was suggested that a "honesty library" be set up at Thorpe Astley Community Centre where local residents could bring in books they no longer wanted and swap them for others left by other residents.

Update on Braunstone Town Library

Since the last meeting, the Group have been working with the Charity Commission in order to secure their charity status, which a representative of the Community Library Group confirmed has now been approved.

Should any further information be received prior to the meeting, this will be reported at the meeting of the Panel.

Meanwhile, the Library remains open and is being managed, funded and staffed directly by Leicestershire County Council.

Following a request received from Leicestershire County Council concerning proposed amendments to the premises lease agreement and seeking clarification of how requests for activities by the community library group as the sub-tenant will be dealt with by the tenant (Leicestershire County Council) and landlord (Braunstone Town Council), the Town Council has agreed to develop a memorandum of understanding should Leicestershire County Council confirm its agreement to the amended premises lease in principle. The Town Council is currently waiting for confirmation and therefore, the sub-lease and detailed arrangements, including the memorandum of understanding remains to be determined.

However, following the Community Group obtaining charitable status, the County Council have indicated that they will be in a position to respond shortly.

Future Role of the Panel

At the meeting of the Panel on 1st December, it was agreed that the second part of the Panel's Terms of Reference (attached as Appendix 1) should be the focus for the Panel's role – "Ensuring a better and more responsive Library service in Braunstone Town".

Update on Thorpe Astley Community Centre – Honesty Book Exchange

The shelving unit for the Thorpe Astley Community Centre Honesty Book Exchange has been purchased and erected in the Centre. In order for the initiative to be launched the Town Council needs to provide information on the initiative and its rules of operation and generate interest through publicity in the local community.

BRAUNSTONE TOWN COUNCIL

BRAUNSTONE TOWN CITIZENS ADVISORY PANEL

BRAUNSTONE TOWN LIBRARY SERVICE – TERMS OF REFERENCE

Braunstone Town
“Citizens Advisory Panel”
.....INFORM.....CONSULT.....INVOLVE.....

PURPOSE: To support Braunstone Town Council to work with the community, other partners and stakeholders and to use its offices, powers and influence to keep the Braunstone Town Library open and to provide a better service that is more responsive to the needs of local residents”.

The Citizens Advisory Panel shall have authority and consent to undertake its work in accordance with the general responsibilities delegated to it and in accordance with the Terms of Reference as set out below:

Developing future Library provision in Braunstone Town

- a) Develop options for Library service provision, taking into account the aspirations of service users and the community and the availability of resources.
- b) Identify appropriate and realistic service standards (including customer service and performance), including mechanisms for review and the continued engagement of the community and service users.
- c) Identify new initiatives and potential partnership arrangements, including sources of funding in order to provide a better and more responsive service.
- d) Promote the involvement of volunteers and community groups in providing Library services and make recommendations on the balance of resources between paid, volunteer and professional staffing and support.

Ensuring a better and more responsive Library service in Braunstone Town

- e) Assess emerging new priorities, undertake benchmarking and research best practice, assess the availability of resources and recommend improvements to Library provision.
- f) Assess the needs of the community undertaking consultation utilising a range of methods and tools and make appropriate recommendations where necessary to revise customer service standards and service provision.
- g) Make recommendations on appropriate performance measures and future targets and receive regular performance monitoring reports and make recommendations on improvements where necessary.
- h) Review the effectiveness of mechanisms to engage the community and volunteers in the provision of a Library Service.

The Panel will evidence its work and make appropriate recommendations to the Council's Policy & Resources Committee.