

Scrutiny Task and Finish Panel Agenda



Leisure Task and Finish Scrutiny Panel Thursday, 28th September, 2006

Place: Committee Room 1, Civic Offices, High Street, Epping

Time: 7.00 pm

Democratic Services Officer: Adrian Hendry, Research and Democratic Services
Tel. 01992 564246, email: ahendry@eppingforestdc.gov.uk

Members:

Councillors Mrs H Harding (Chairman), Mrs P Brooks (Vice-Chairman), M Colling, Mrs A Grigg, Mrs J Lea, J Markham, S Murray, Mrs P K Rush, Mrs P Smith, P Turpin and J M Whitehouse

1. APOLOGIES FOR ABSENCE

2. SUBSITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(Head of Research and Democratic Services) To report the appointment of any substitute members for the meeting.

3. DECLARATIONS OF INTEREST

(Head of Research and Democratic Services). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

4. TERMS OF REFERENCE/ WORK PROGRAMME (Pages 3 - 6)

(Chairman/Lead Officer) To note the attached updated Terms of Reference and associated Work Programme. The Panel are asked at each meeting to review both documents.

5. CONSULTATION MEETING WITH HEAD TEACHER, KING HAROLD SCHOOL ON THE FUTURE MANAGEMENT OF WALTHAM ABBEY SPORTS CENTRE (Pages 7 - 34)

The Head Teacher at King Harold School, Mr Feehan has indicated that he, the school Bursar and Chairman of Governors would like to attend to undertake the initial consultation with the Panel on the future management of the Sports Centre, post the Dual Use Agreement Termination in September 2007. A report will be presented explaining possible options for the future of the sports centre. The panel should be aware that if SLM are minded to bid for the management of the Sport Centre then the Panel would be legally constrained in discussing the future plans for the Sports Centre with them, prior to any market testing process.

6. ANY OTHER BUSINESS

7. DATE OF NEXT MEETING

Term of Reference:

1. To consider the four topics for Review as identified by Overview and Scrutiny Committee i.e.
 - i) Future Management of Waltham Abbey Sports Centre
 - ii) Review of the future Management of the Roding Valley Meadows local Nature Reserve
 - iii) Review of Arts Development in the District and
 - iv) The District Council's Role and involvement in Outdoor and Community Events.
2. To gather evidence and information in relation to the four topics through the receipt of data, presentations and by participation in fact finding visits.
3. To consult with Partners, Agencies, Stakeholders and Users of the services under review, to establish key issues and future need.
4. To evaluate all relevant facts in relation to the topics under review in an objective way and to produce recommendations for future action accordingly.
5. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process 2007/08
6. To report back to Overview and Scrutiny Committee at appropriate intervals and to submit any final reports in the proposed Corporate Format for consideration by O & S, the Cabinet and Council.

Aims and Objectives of Review:

LEISURE TASK AND FINISH PANEL: TERMS OF REFERENCE

Key Issues:		
TIMESCALE	ESTIMATED	ACTUAL
Commencement		13 July 2006
<u>Finish</u> 1. Interim report to include any budgetary items for the next budget round. 2. Review of the Future management of the Roding Valley Meadows local Nature Reserve. 3. Future Management of Waltham Abbey Sports Centre. 4. Review of the Arts Development in the District. 5. District Council's role and involvement in Outdoor and Community Events.	By 5 October 2006 January 2007 January 2007 Feb-March 2007 Feb-March 2007	
Reports.	As above	

LEISURE TASK AND FINISH PANEL: WORK PROGRAMME

Proposed Date	Item	Current Position
Thursday 13 July 2006	Initial Meeting of the Panel. Scope and Terms of Reference	Scope and Terms of Reference agreed. To be put up to the Overview and Scrutiny Committee.
Tuesday 18 July 2006	Visit to Waltham Abbey Sports Centre and Waltham Abbey Swimming Pool	Fact finding visit carried out by four members of the panel.
Monday 31 July 2006	Presentation on the Arts. Follow up discussion from visits to WASC & WASP	Presentation received by Panel and other councillors.
Tuesday 8 August 2006	Visit to Roding Valley Meadows LNR	Visit took place.
Sunday 13 August 2006	Visit to Donney South Event, North weald Airfield.	Visit took place.
Tuesday 12 September 2006	Meeting of the Panel and Essex Wildlife Trust, EFDC's Countryside Service, Management and Liaison Committee, the Grange Farm Trust and Local People	Presentations and consultation received by Panel.
Sunday 17 September 2006	Visit to Copped Hall Charity Fun Run	
Thursday 28 September 2006	Meeting of the Panel and the Headteacher of King Harold School and the school Bursar and Leisure Management Contractors SLM	

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LEISURE TASK AND FINISH PANEL – 28TH SEPTEMBER 2006

REVIEW OF FUTURE MANAGEMENT OF WALTHAM ABBEY SPORTS CENTRE

BACKGROUND

Waltham Abbey Sports Centre is a Dual Use Sports Centre, located adjacent to King Harold Secondary School, in Broomstick Hall Road, Waltham Abbey. The Council enjoys the right to use the premise for the benefit of the wider community by virtue of a Joint Agreement entered into with the Education Authority i.e. Essex County Council. This Dual Use Agreement, (copy attached at Appendix 1) came into effect on the 1st October 1977, for a period of 30 years and is therefore due to expire on the 30th September 2007.

The Leisure Task and Finish Panel have been mandated to review future management options for the Sports Centre and recommend to Overview and Scrutiny Committee and Cabinet, accordingly.

THE SPORTS CENTRE

On the 18th July 2006, a Member Visit was arranged, which not only afforded Members the opportunity to view the facilities at Waltham Abbey Sports Centre and meet the General Manager, but also to visit Waltham Abbey Swimming Pool. At the pool Members were shown the proposals for the new extension and refurbishment works, being undertaken by the Council's Leisure Management Contractor, SLM. A floor plan of Waltham Abbey Sports Centre is attached at Appendix 2, giving an indicative layout of the facility.

SCHOOL USE

With the exception of the dance studio and the bar (which is closed during the day) the school has exclusive use of the Centre, Monday to Friday (8.30a.m. to 5.00p.m.) and priority use of the Centre, excluding the Squash Courts on Saturdays. In reality very little call is made by the school for facilities on Saturdays. This exclusive use arrangement covers the 40 weeks of the school terms. All the facilities are available to the District Council to organise holiday activities during the school holidays.

COMMUNITY USE

Historically, it has been difficult to achieve high levels of use and participation by the local community. This can largely be attributed to the relatively utilitarian nature of the changing/toilet facilities, whilst well maintained and cleaned to a good standard have been designed with school pupils in mind, rather than the more discerning modern leisure customer. This situation is also compounded by the irregular hours and the physical limitations of the facilities. In addition, there would appear to be a resistance, despite a range of promotional initiatives, from local young people to participate, who may have the impression that they are returning to school in their time off.

The current programme offered by the Centre, whilst still offering some coaching courses, instructed sessions and holiday schemes, particularly since budget savings, on staffing etc., in 2003/04, has tended to be on a club hire or letting hall basis. The bar still meets the needs of sports users such as the 5 – a – side football and cricket leagues as well as hosting functions such as birthday/anniversary parties. A list of current hirers and events is attached at Appendix 3. In total some 35,000 uses are made of the Centre per annum.

PREVIOUS REVIEWS OF THE CENTRE'S PERFORMANCE

A critical appraisal of the operating costs of the Sports Centre, was undertaken as part of the Best Value Service Review of Leisure Management. This highlighted that in comparison to the Council's other leisure facilities, in financial terms, the Centre was performing significantly poorer, with respect to subsidy per user and income generated per visit. Despite a number of cost reduction initiatives, undertaken as part of the Budget Process 2003/04, this position, largely due to the constraints of the Joint Use Agreement, age, design/quality of the facilities and other alternative leisure opportunities, still pertains.

In addition, the management of the Sports Centre was formally considered by the Ad Hoc Working Group on Leisure, as part of the alternative Management Review of all the Council's Leisure Facilities. The Working Group concluded, (which was subsequently endorsed by the Cabinet), that based on the Centre's potential and given that the Joint Use Agreement, at the time, had only two years left to run, that the Centre be excluded from the Tender Process. The Centre therefore has continued to be managed In-House, until any new arrangements are put in place at the expiry of the current Joint-Use Agreement.

STAFFING ISSUES

Staff are employed by Leisure Services to manage the building during all opening hours, to include the time allocated to the school. Staff take bookings, organise activities, promote the Centre, erect and dismantle equipment, oversee maintenance and ensure that the Centre is clean, safe and fit for purpose. The current staffing structure is attached at *Appendix 4*. Staffing levels are currently at the minimum level to cover the opening hours, therefore there is a risk of ad-hoc closure of the facilities, in the event of unanticipated staff absences.

As part of the externalisation process of the Council's other four Leisure Centres, all the staff at Waltham Abbey Sports Centre, were offered the opportunity to transfer to other Centres, to be managed in the future by SLM, the Council's Leisure Management Contractor. Despite the uncertainty and potential loss of job security as the end of the Joint Use Agreement draws closer, all the current staff declined the offer to transfer.

RESOURCE IMPLICATIONS

Under the requirements of the Joint Use Agreement, there is a share of responsibilities and cost liabilities. In general terms the District Council is responsible for largely meeting all costs with the exception of 20% of the General Manager's Salary and 50% of building maintenance costs and an apportionment of utilities costs in certain areas. The table at *Appendix 5*, illustrates the share of revenue responsibilities in their respective proportions.

For the Financial Year 2006/07 the total expenditure for the Centre is estimated to be £481,560 with total income estimated at £135,780, leaving a Net Expenditure on the general fund of £345,760. Details of Income and Expenditure are attached at Appendix 6.

CAPITAL INVESTMENT AND MAINTENANCE

Over time, the District Council has provided additional facilities to the original sports hall and changing rooms, with the construction of two squash courts, a dance studio and a bar area.

The Council under the current Agreement is responsible for 50% of the maintenance of the fabric and services of the Sports Centre generally and 100% of the costs in relation to the Bar. Over the length of the Agreement an annual planned maintenance programme has been mutually agreed and jointly funded.

However, in July 2005 the Cabinet received a report concerning the County Council's wish to receive a 50% contribution, (£75,000) towards the cost of a new roof for the Sports Centre and a 50% contribution (£15,000) towards the cost of new sports hall heating. In the event the Council declined to contribute to the roof replacement arguing that it was not maintenance but "betterment" through replacement. The Council had not made any provision, as the item had not appeared on the agreed planned maintenance schedule. The Council accepted the heating costs and duly paid the £15,000 contribution.

Members may also be aware that at the last Cabinet meeting in September, it was agreed to fund, at a cost of £10,000, the conversion of a largely redundant PE Staff Room in the Sports Centre, to provide accessible changing and toilet facilities. Importantly, this would allow the Centre to accommodate the "Sportability Club", a specialist club offering sports opportunities for young people with disabilities.

In 2003 an audit was undertaken by the Council's Surveyors, Ingleton Wood, who at the time estimated the cost of a number of access improvements to reach full Disability Discrimination Act compliance of £145,000. These are detailed at *Appendix 7*.

OPTIONS FOR ACTION

A. EXTEND THE CURRENT MANAGEMENT AGREEMENT ON LARGELY THE SAME TERMS

It would be possible if the school were willing to extend the current Agreement on largely the same Terms.

B. EXTEND THE CURRENT MANAGEMENT AGREEMENT BUT THE DISTRICT COUNCIL EMPLOY AN EXTERNAL MANAGEMENT CONTRACTOR TO UNDERTAKE THEIR OBLIGATIONS

In this scenario the Council would seek on a competitive basis, after some soft-market testing, a Contractor to deliver the service. This would be as per the Contract Arrangements with SLM, who manage the Council's other four Leisure Facilities. Leisure Services have obtained a legal view that as the

Centre was outside the scope of the original Leisure Management Contract, it would be anti-competitive and open to challenge, to simply negotiate a contract variation with SLM.

C. DECLINE TO ENTER INTO A FURTHER DUAL USE ARRANGEMENT WITH THE SCHOOL/CEASE THE DISTRICT COUNCIL'S FUTURE INVOLVEMENT.

There is no obligation within the current Dual Use Agreement for either party to extend or enter into any future arrangements. Indeed, there is no formal Exit Strategy in the Document.

Conversely, the school have the option that they may wish to manage the Sports Hall either directly, or utilising a Management Agent/Contractor that they appoint independently. The school would therefore have the ability to determine their own Programme of Use, the level of Community Use and their Financial commitment.

D. NEGOTIATE A NEW DUAL USE AGREEMENT, WHICH VARIES THE RESPECTIVE TERMS AND RESPONSIBILITIES, TO REFLECT EACH PARTY'S FUTURE OBJECTIVES.

It would be possible by mutual consent to negotiate New Dual Use Arrangements which could alter the balance of responsibilities and Financial Contribution, whilst still seeing to deliver the school's requirements for curricular use and guarantee a level of ongoing community access.

POINTS TO CONSIDER IN IDENTIFYING A PREFERRED OPTION

1. Since the time of the initial Joint Management Agreement in 1977, people now have a considerably greater range of alternative leisure opportunities available. The market for sport has changed with a decline in activities such as squash and an increasing focus on Health and Fitness.
2. The Council in previous reviews identified that the Centre in financial terms, is performing, less efficiently than its other facilities (net expenditure estimated at £345,760 for 2005/07) with Community Use of 35,000 per annum, equating to an approximate subsidy approaching £10 per visit. (£9.87).
3. Although the Centre is located in an area of need, despite considerable effort to promote use, participation from the Local Community is low.
4. The Council reached a judgement that the inclusion of the Centre within its Leisure Management Tender, was not desirable, largely due to the remaining two year term of the Dual Use Agreement. However, it was also acknowledged that the restricted times available and the type and quality of facilities, would in all likelihood not prove to be commercially attractive.
5. The Council's other Leisure Facility in Waltham Abbey, Waltham Abbey Swimming Pool, (located approximately 3 miles away) is undergoing extensive refurbishment with an improved Fitness Suite and an extension to provide a Movement Studio.

6. Despite low casual usage, the Centre hosts a number of successful club sessions and largely self-managed leagues in football and cricket. These provide valuable opportunities for local people to benefit from participation in Sport.
7. The Sports Hall is one of the largest in the District, capable of hosting a wide range of sports and would be a significant loss, if it was no longer available to the public.
8. The centre, particularly with the imminent provision of accessible changing and toilets, is one of the best facilities in the District for participation in Sport by people with Disabilities and should be a focus with the relocation of the Sportability Club.
9. Many of the other Secondary Schools in the District directly manage out of hours community use of their premises, generating a source of additional lettings income.
10. The Bar at the Centre does not have sufficient turnover to be self sustaining, although it provides a valued local facility for family celebrations and events.
11. The Council's staff at Waltham Abbey have shown a real commitment to the Centre and continue to manage the facility well within the existing constraints. Although they appreciated the potential loss of Job Security, they all elected not to transfer to other Centres and become employees of SLM. The Council would be responsible for meeting any future redundancy costs, in the event of the Centre no longer being operated by the Authority, (initial estimates place this in the region of £47,000) although there may be an argument for a contribution from the County Council, who currently meet 20% of the General Manager's salary.

CONCLUSION AND RECOMMENDATION

The Task and Finish Panel will have the opportunity to discuss the future management of the Sports centre with the Headteacher and Chairman of Governors of King Harold School. The Task and Finish Panel have no executive powers, rather a responsibility to make proposals to their parent Overview and Scrutiny Committee, after consideration of any issues.

It is recommended that the Panel try to identify a preferred option, subject to whatever necessary additional information or agreement from the School/County Council, in order to make a clear recommendation to Overview and Scrutiny. Based on their considerations, it will ultimately be the Cabinet who make any final decision. It is important, given the potential impact on the Council's Budget next year, that a definite course of action is proposed to Overview and Scrutiny at their meeting in December, for consideration by the Cabinet in January 2007.

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Waltham Abbey Sports Centre,
King Harold School, Waltham Abbey

Heads of Agreement

1. The Waltham Abbey Sports Centre, (the Centre) will consist of the sports hall (other than the bar, shown hatched blue cross hatched brown on the plan, provided in the sports hall by the District Council), gymnasium and hard play area shown hatched blue on the attached plan (the school facilities) forming part of the premises of the King Harold School (the school) and the four squash courts and other facilities owned by the Epping Forest District Council shown hatch green on the attached plan (the District Council facilities).
2. The Centre will be made available for use by the County Council and the District Council. The total time the Centre is available for use will be apportioned equally between the District Council for use by the public, and the County Council for use by the school and for other educational purposes. The County Council shall have exclusive use of the Centre (other than two of the squash courts) during the school day when the school is in session and priority of use of the Centre excluding the squash courts on Saturday mornings during term-time. The use for other educational purposes will be for a period or periods amounting to the equivalent of one evening per week and such use may by arrangement between the parties include use of the squash courts.
3. The County Council will be responsible for:
 - a) Effecting insurance as follows:-
 - i) Against loss or damage by fire to the school facilities and the bar in the full value thereof;
 - ii) The contents of the school facilities; and
 - iii) The County Council's own third party liability arising during the periods of use allocated to it under paragraph 2;
 - b) Maintaining and repairing the Centre and the bar (other than bar fittings and such items of equipment as would ordinarily be classified in law as trade fixtures) and the equipment in the Centre provided that the District Council may by agreement with the County Education Officer arrange for minor repairs to be undertaken on behalf of the County Council;
 - c) Providing heating and lighting to the Centre and the bar and discharging all outgoings for rates, telephones and other recurring charges; and

- d) Providing cleaning services for the gymnasium.
4. The District Council will be responsible for:-
- a) Effecting insurance:-
 - i) Against loss or damage by fire to the District Council facilities;
 - ii) In respect of the District Council's own third party liability arising during the periods of use allocated to it under paragraph 2; and
 - iii) In respect of its use and the contents of the bar;
 - b) Providing cleaning and caretaking services for the Centre in whole or in part except cleaning services for the gymnasium; and
 - c) Providing such additional cleaning at the Centre as may be required for or in connection with the public use of the premises.
5. The District Council will employ a competent Manager of the Centre whose services will be available to the County Council to oversee the management of the facilities when set aside for their purposes. The grading of the post shall be subject to the approval of the County Council who shall be entitled to be represented when candidates for the appointment are interviewed. The duties of the Manager will include ensuring maximum use of the Centre at all times and subject to paragraph 2 above flexibility between use for public and for education purposes.
6. Each Council shall employ such other persons as it may consider necessary for its own purposes in using the Centre during its respective periods of use.
- 7.
- a) The District Council will pay to the County Council such expenditure incurred under paragraph 3 as is attributable to the bar and one half of the other expenditure incurred under paragraph 3 (other than that in sub-paragraph (a) (iii)); and
 - b) The County Council will pay to the District Council one half of the expenditure incurred under paragraph 4(a)(i), one half of the expenditure under paragraph 4(b) and 20% of the salary of the Manager appointed under paragraph 5, such percentage to be subject to agreement and variation from time to time.

8. Each Council will, not later than December of each year, submit to the other for consideration estimates of the expenses to be incurred by it under paragraphs 3, 4 and 5 during the ensuing financial year.
9. Any income which may be derived from the Centre during the times it is available for use by the District Council shall be retained by the District Council.
10. Any monies received under any policy of insurance against loss or damage by fire shall be applied in rebuilding or reinstating the premises concerned or otherwise dealt with as the two Councils may agree.
11. Alterations or extensions to the Centre and provision of additional equipment will be subject to separate agreement by both Councils who will at the time decide by whom and in what proportions the capital costs are to be met; the maintenance costs will be dealt with as in paragraph 3 or 4, as appropriate.
12. Each Council shall have the right to examine all documents relating to items of joint expense in the possession of the other.
13. Either Council may through its Members or officers at its discretion and at all reasonable times enter upon the Centre or any part thereof including the bar in order to view the state and conditions thereof.
14. Notwithstanding the allocation of use under paragraph 2 regular or special public use of the school facilities may be permitted to the District Council at the discretion of the head teacher of the school during the periods of exclusive use for the school.
15. Any dispute between the Manager and others relating to the management or use of the joint facilities shall be dealt with by the appropriate chief officers of each Council. In the event that they are unable to resolve any dispute two members from each Council shall be appointed ad hoc to promote a settlement.
16. In order to encourage members of the public to participate in the organisation of the Centre during the time allocated for use by the District Council that Council may establish a committee of members of the Centre actively engaged in sporting activity at the Centre so that:-
 - a) Such committee will advise the District Council on matters relating to the efficient management of the Centre during the time that the same is set aside for use by the public; and

- b) The composition and terms of reference of the committee shall be such that the District Council may from time to time determine.

The Manager and the head teacher of the school may be present at all meetings of the committee in an advisory capacity.

17. The District Council will have sole use of the bar but this use will be restricted to those periods (other than between school sessions) allocated for its use of the Centre under paragraph 2 and to such special occasions as may be agreed between the parties. The District Council will cause the bar to be kept locked at all other times except for enabling the County Council to perform its functions under this Agreement.
18. Betting and gaming shall not be permitted in the Centre nor in the bar excepting gaming by means of not more than two machines for which a permit for the purposes of Section 34 of the Gaming Act 1968 is for the time being in force. The District Council shall be responsible for ensuring that all statutory requirements are observed in this respect and shall indemnify the County Council against any penalties and costs the County Council may incur in consequence of a breach of any such requirements.
19. This agreement will remain in force for thirty years subject to any mutual determination within that period.

REPORT ON TITLE SPORTS CENTRES AND SWIMMING POOLS

WALTHAM ABBEY SPORTS CENTRE

Address Broomstick Hall Road, Waltham Abbey

Tenure The land is owned by the Governors of King Harold School, Broomstick Hall Road, EN9 1 LF and the Head Teacher is Michael Feehan.

The Council enjoys the right to use the premises in non-School hours by virtue of a joint agreement made with Essex County Council. Details of which are comprised in Heads of Agreement. This Heads of Agreement came into effect on 1 October 1997 and is to run for a period of 30 years and expires on 30 September 2007.

Attached is a diagram showing the respective responsibilities under the Agreement. I have tried to calculate the cost of running the Centre and the contributions from the School and Essex County Council - however I have not been able to confirm any of this information so the actual figures should be treated with caution and the information simply treated as a demonstration of the problem of calculating the costs to the Council.

Simply stated it appears that the aim of the Agreement was that Epping Forest District Council and Essex County Council was to share all expenses 50/50 except the following:

- (1) Public Indemnity Liability - This would be borne at 100% by the respective parties, and
- (2) the Bar Area EFDC would bear 100% of the cost.

Also ownership of the equipment:-
All movable equipment and fittings were to be regarded as owned 50/50 between EFDC and the County Council and the land was to be owned 100% by the County Council.

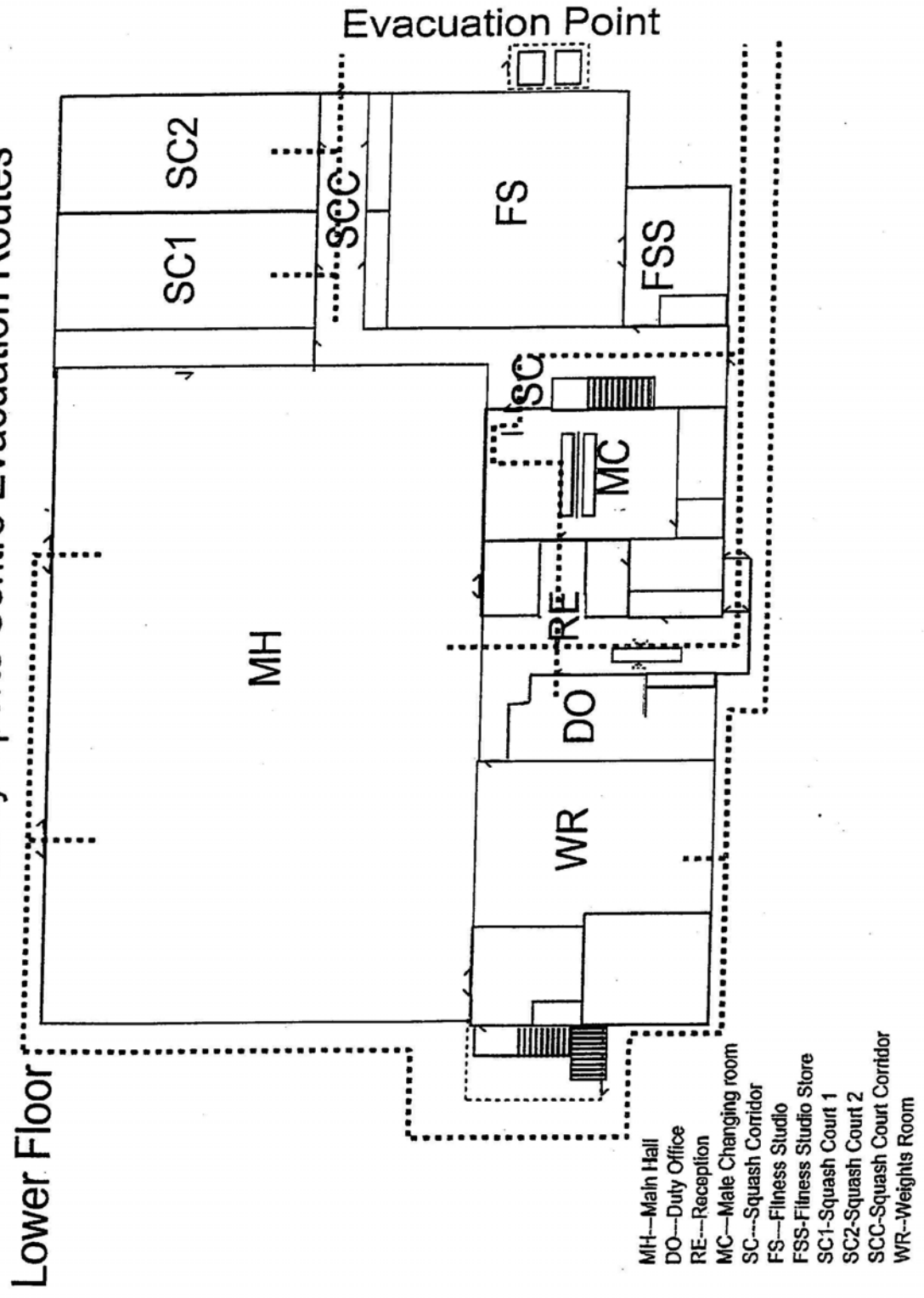
Statutory Power under which held

Education Act 1944 and the Physical Training and Recreation Act 1937

Restrictions	There were none disclosed in the Deeds but N.B. the Council's interest cannot be freely disposed of. However there is an anomaly. The Council enjoys exclusive occupation of the Bar Area, however it is difficult to imagine this function in isolation (although EFDC would appear to enjoy rights of access as a necessity).
Termination of Agreement	The Agreement does not provide for early termination, and if EFDC were to determine before September 2007 it will probably continue to be liable to contribute up to that date.
Extension of Agreement	Also there is no provision in the Agreement for it to be extended and if we wanted to extend it would have to negotiate with the School, but again the Bar represents an exception and the Council may be able to claim a Business Tenancy and accordingly we would insist that we be granted a Tenancy of it. However it is difficult to know whether this would be worth pursuing.
Right of Pre-emption	None
Leases/Tenancies	None
Overriding Interests	The School use
Planning Use	Sports Centre
Disputes	None disclosed
Plans	Yes
Access	Off Broomstick Hall Road
Obligation to Fence	No
Green Belt	No

GL/JTAPPER/WALTHAM ABBEY SPORTS CENTRE REPORT ON TITLE

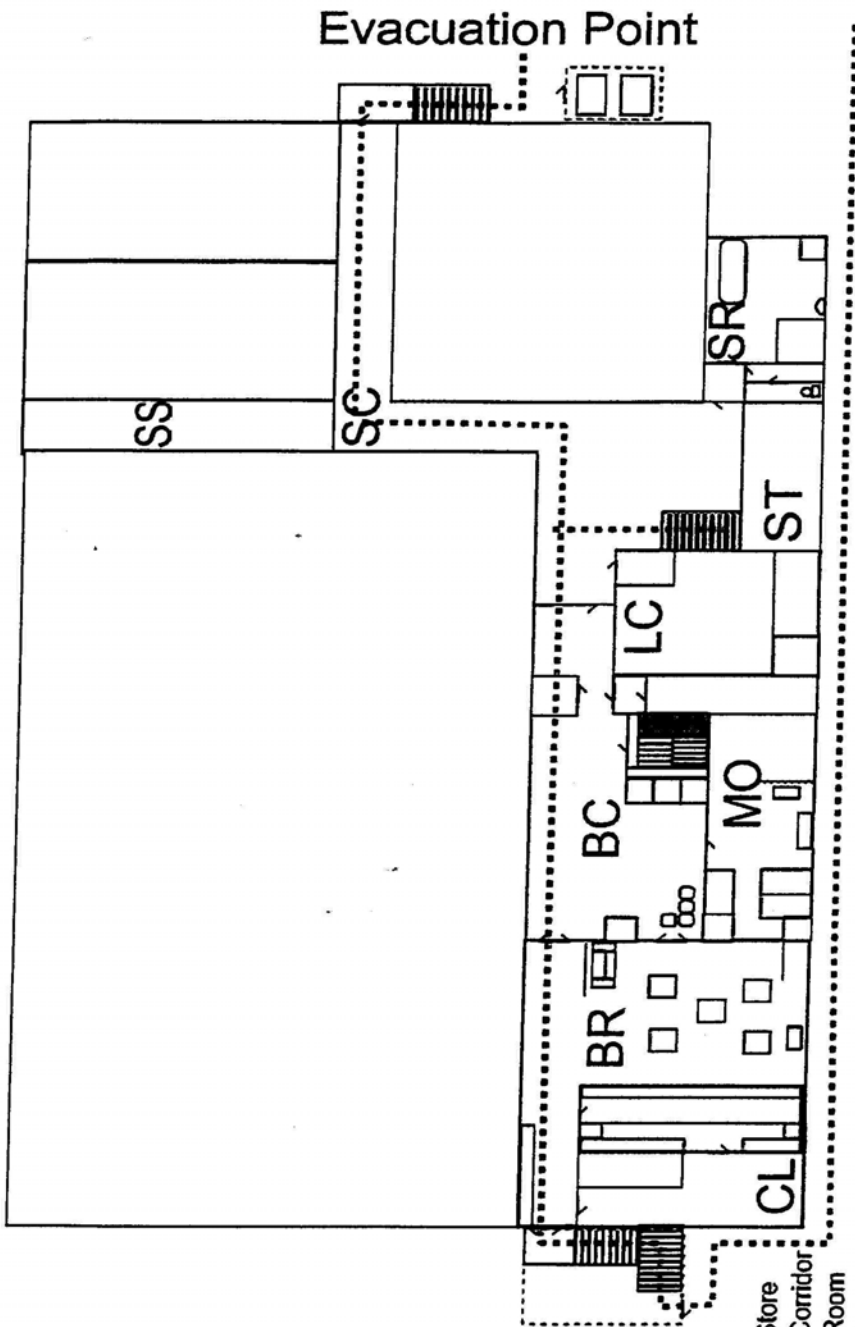
Waltham Abbey Sports Centre Evacuation Routes



- MH—Main Hall
- DO—Duty Office
- RE—Reception
- MC—Male Changing room
- SC—Squash Corridor
- FS—Fitness Studio
- FSS—Fitness Studio Store
- SC1—Squash Court 1
- SC2—Squash Court 2
- SCC—Squash Court Corridor
- WR—Weights Room

Waltham Abbey Sports Centre Evacuation Routes

Upper Floor



- SS—Squash Store
- SC—Squash Corridor
- SR—Sunbed Room
- LC—Ladies Changing
- BC—Balcony
- MO—Managers Office
- BR—Bar
- CL—Cellar
- ST—Staff Room

Hirers

Badminton Chingford Badminton Club DC league Badminton Club Harvey Badminton Club Hit & Miss Badminton Club Lincoln Court Badminton Club Perme Badminton Club Valley Badminton Club	Football Ali – 5 a side Belcher – Children's fun football session Collier – 5 a side Jones – 5 a side Lawn – 5 a side Warnell – 5 a side Abbey youth football club – coaching – Under 12's Abbey youth football club – coaching – Under 12's Elite sun Sports – 5 a side football league Elite sun Sports – Junior football coaching Pitney Bowes – Football events Southbury Football Club
Basket Ball Buttigieg	Squash Waltham Abbey Squash Club
Cricket Nazing Common Cricket Club – Children's cricket coaching Waltham Abbey Indoor cricket league	Martial Arts Lisa Woods Karate Meridian Krav Maga Sul ki Do Zanshin Karate Club
Dance Deegan Academy of Irish Dancing	Roller Skating London & Essex Artistic Roller skating Club
Gymnastics Fit 4 Fun	Trampolining Phoenix Flyers trampoline Club
Holistic Therapists Body Alchemy Helen Belcher & Tracey Adams	

Future Hirers/Partnerships

Badminton

Essex County Badminton Association

Football

Tottenham Hotspur Football Club – Children's football coaching

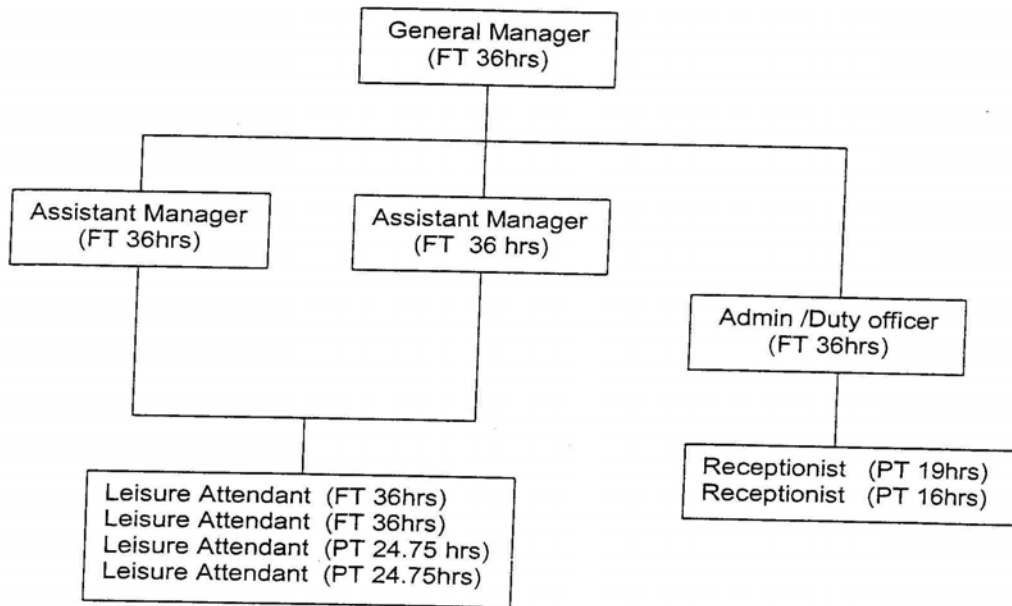
Events

EFDC Tenants & Lease holders open day
 English Petanque Association AGM
 Fishing Equipment Exhibition
 Football Events - Elite Sun Sports
 Regional Judo Competition
 Lifewalk Forums
 Loosends Social Club AGM
 H & D Model Aircraft Flying Club
 Bar hires for birthdays, weddings, anniversaries

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Waltham Abbey Sports Centre

Current Staff Structure



Plus Coaching Staff and casual staff to work as and when required

2002/03 Establishment

General Manager	1 x 36hrs = 36hrs
Assistant Managers	3 x 36hrs = 108hrs
Supervisor	1 x 36hrs = 36hrs
Leisure Attendants	3 x 36hrs = 108hrs
Receptionists	4 x 16hrs = <u>64hrs</u>
	352hrs

2006/07 Establishment

General Manager	1 x 36hrs = 36hrs
Assistant Managers	2 x 36hrs = 72hrs
Admin / DO	1 x 36hrs = 36hrs
Leisure Attendants	4 = 121.5hrs
Receptionists	2 = <u>35hrs</u>
	300.5hrs

Building Improvements

Since October 1977 when EFDC entered into a 30year dual use agreement, additional facilities have been added to the existing building with the construction of four squash courts, two of which were converted to a fitness studio, later to become air conditioned and a Licensed bar area.

Last year the Sports hall roof was replaced, Sports hall lighting was renewed and a new heating system was installed. New external signage was erected to improve the centres profile within the community.

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WALTHAM ABBEY SPORTS CENTRE

1 Division of Facilities

School facilities
Sports Hall, Gym, Hard Play Area, Showers Offices + Bar

EFDC facilities
4 Squash Courts, Sun Bed Room, Staff Room and WC Store

2 Obligations

3 CC/School

Insure School facilities + Bar
Contents of School Facilities
3rd Party Liability (100%)

Maintaining & Repairing
The Centre
The Bar

Equipment

Heating & Lighting
Centre
Bar

Cleaning Services for Gymnasium

	School pays EFDC	EFDC pays School	Obligations of EFDC
	50%	nil	
		50% (100% Bar) 50%	
		50%	EFDC Insurance Its Facilities 3rd Party Liability (100%)
	50%	100%	Minor Repairs
		50%	
		50%	
		100%	
	50%	50%	Cleaning the Centre
	20%		Employ Manager
	100%		Employ other Staff (100%)

Each Council will prepare estimates in
December for Costs for following year

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December for Costs for following year

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BUDGET 2006/07
Spending Control and Code Book

Cost Centre Code RS210
 Cost Centre Name WALTHAM SPORTS CENTRE
 Spending Control Officer W Ovens

A: Accountancy Use Only

Class	Type	Code	Job	Job Cost	Budget
Employee Expenses	Salaries	A			212,460
	Casual Staff	A			10,600
	Fees (Coaching)	A			10,080
	Training Expenses	0310			2,300
	P/Fund Current Service Cost	A			28,480
	Frs17 Reversals Super Ers	0341			(19,160)
	Staff Related Insurance	A			1,690
	Corporate Training Levy	A			2,520
	Sum:				248,970
Premises Related Expenses	Cleaning Materials	1610			1,640
	Refuse Removal	1640			1,440
	Buildings Insurance	A			910
	Building Maintenance Recharge	A			40,410
Sum:				44,400	
Transport Related Expenses	Casual Mileage	A			150
	Leased Car Mileage	A			150
	Leased Car Recharge	A			3,480
Sum:				3,780	
Supplies And Services	Equipment - New	3010			5,130
	Equipment - Hired	3020			7,830
	Equipment - Maintenance	3030			5,130
	Materials	3080			4,140
	Resaleable Materials	3090			1,330
	Catering	3110			20,500
	Uniforms	3220			1,030
	Photocopying	3300			310
	Stationery	3320			1,060
	Client Rodent Control	3410			820
	Stocktakers	3430			1,090
	Banking And Cash Collection	3440			2,730
	Credit Card Transaction Charge	3441			30
Postage	3510			310	

BUDGET 2006/07
Spending Control and Code Book

Cost Centre Code **RS210**
 Cost Centre Name **WALTHAM SPORTS CENTRE**
 Spending Control Officer **W Ovens**

Class	Type	Code	Job	Job Cost	Budget
	Telephones - Direct	3520			3,640
	Subscriptions	3730			2,670
	Public Liability Insurance	3811			1,580
	Advertising	3820			5,030
		Sum:			64,360
Contracted Services	Other Local Auth. Contribution	4110			21,600
		Sum:			21,600
Service Area Recharges	Community And Culture	A			3,200
	Health & Safety At Work	A			490
		Sum:			3,690
Support Services	Managerial & Professional	A			23,650
	Computers - Central	A			16,980
	Office Services	A			2,460
	Leisure Service Admin	A			21,550
	Leisure Contracts	A			30,100
		Sum:			94,740
Income Other	Joint Use Contributions	9050			(21,750)
	Sales - General	9110			(11,790)
	Sales - Leisure Misc.	9120			(1,950)
	Sales - Bar	9130			(31,780)
	Sales - Catering	9140			(1,030)
	Admin Fees	9223			(30)
	Membership Income	9292			(2,870)
	Fitness And Weights	9293			(6,460)
	Main Hall	9295			(41,000)
	Squash Income	9296			(7,380)
	Ancilliary	9297			(9,740)
		Sum:			(135,780)
		Total			<u>345,760</u>

SERVICE					Waltham Abbey SPORTS CENTRE		PORTFOLIO: LEISURE & HEALTH		
SPENDING CONTROL OFFICER					W.Ovens		Estimate 2005/06		
Actual	Actual	Actual	REV		Detail	Approved	Adpt 05/06	Revised	
Outturn	Outturn	Outturn	ESTIMATE	Vari-	Description	Base	Actual	Estimate	
2002/03	2003/04	2004/05	2004/05	ance	000		MTH	Estimate	
					RS 210				
					EMPLOYEES				
167,979	180,207	201,983	197,540	4,143	0100 Sals - Monthly	209,620	# #	217,230	
				0	0120 Agency / Casual	0	#		
20,936	8,959	5,198	6,700	(1,502)	0130 Sals - Fees (Coaching)	9,790	# #	9,790	
				0	0140 Committee Attendance	0	#		
				0	0270 Wags - Monthly(Estab)	0	#		
20,717	12,609	9,926	10,300	(374)	0110 Wags - Monthly(Casual)	10,300	# #	10,300	
2,338	2,448	1,678	2,270	(562)	0310 Sals - Training Expenses	2,270	# #	2,270	
5,639	2,127	1,348		1,348	0320 Sals - Advertising Expenses	0	#		
	1,544	714		714	0330 Severance Payments	0	#		
	21,891	21,780	15,780	6,000	0340 Pensions Fund Contributions	0	#		
	(24,843)	(15,840)	(15,430)	(410)	0341 Frs17 Reversals Super Ers	(16,640)	#	(16,680)	
	7,920			0	0340 Superann Deficiency	16,250	# #	27,650	
4,440	1,451	1,670	1,670	0	0360 Sals - Employee Related Insurance	1,670	# #	1,610	
	111			0	0381 Police Check	0	#		
1,001	2,670	2,280	2,280	0	0390 Corporate Training Levy	2,400	# #	2,280	
				0	0460 Wags - Employee Related Insurance	0	#		
760	910	900	900	0	0990 HASAW Recharges	970	# #		
1,730	1,780	1,000	1,000	0	0990 Community & Culture Recharge-0471	1,440	# #	1,390	
600	560			0	0990 Parks DSO	0	#		
250	280	230	230	0	0990 Corporate Services Recharge	210	# #	320	
226,392	229,905	232,547	224,220	9,327	SUB TOTAL	238,280	# #	254,140	
					PREMISES				
	4,149		0	0	1110 Gas	0	#		
				0	1310 NNDR	0	#		
				0	NNDR Saving	0	#		
882	1,322	1,284	1,100	184	1610 Cleaning Materials	1,100	# # #	1,500	
				0	1620 Window Cleaning	0	#		
673	1,283	967	1,200	(233)	1640 Refuse Removal	1,200	# # #	1,200	
560	818	940	940	0	1610 Insurance-Other Buildings	940	# #	870	
38,441	25,902	33,244	33,100	144	1910 Repairs&Mtnce-Buildings	35,060	# # #	35,530	
				0	Reduction in maintenance	0	#		
40,555	33,474	35,436	35,340	96	SUB TOTAL	36,206	# #	39,300	

					TRANSPORT						
202		54	150	(86)	2710	Op.Casual Mileage	150	#	#	150	
1,024				0	2720	Op.Essential Lump Sum&Mile.	0	#	#		
		102	150	(46)	2730	Leased Car Mileage	150	#	#	150	
5,304	3,310	3,424	3,720	(296)	2740	Leased Cars	3,630	#	#	3,480	
60	50	50	50	0	2990	HASAW Recharges	50	#	#	70	
10	10	10	10	0	2990	Corporate Services Recharge	10	#	#	10	
100	80	60	60	0	2990	Community & Culture Recharge-0471	60	#	#	90	
6,700	3,450	3,700	4,140	(440)	SUB TOTAL			4,050	0	#	3,930
					SUPPLIES & SERVICES						
9,115	4,686	6,669	7,000	(331)	3010	Equipment-New	5,000	#	#	5,000	
8,387	6,703	7,155	7,640	(485)	3020	Equipment-Hired/Leased/Rented	7,640	#	#	7,640	
4,364	3,148	4,073	5,000	(927)	3030	Equipment-Maintenance	5,000	#	#	5,000	
				0	3050	Nursery Recharge	0	#	#		
2,686	5,724	1,659	3,700	(2,041)	3080	Materials-Direct To Site	3,000	#	#	4,040	
505	1,604	1,114	1,300	(189)	3090	Materials-Resaleable	1,300	#	#	1,300	
19,672	19,604	22,659	20,000	2,659	3110	Materials-Catering	20,000	#	#	20,000	
849	778	827	1,000	(173)	3220	Uniforms	1,000	#	#	1,000	
316	385	363	300	63	3300	Supplies Photocopying	300	#	#	300	
2,324	1,309	1,023	1,030	(7)	3320	Stationery	1,030	#	#	1,030	
	9			0	3350	Books & Publications	0	#	#		
54	74			0	3380	Supplies Stationery	0	#	#		
2,659	2,141	5,625	2,840	2,785	3390	Printing - External	2,840	#	#		
642	660	674	670	4	3410	Rodent control	670	#	#	750	
938	1,040	960	970	(10)	3430	Stocktakers	970	#	#	1,080	
1,746	1,910	1,515	2,020	(505)	3440	Cash Collection (Giro Fees)	2,100	#	#	2,650	
	89	(39)	30	(69)	3441	Credit Card Transaction Charge	30	#	#	30	
194	399	131	300	(169)	3510	Postages	300	#	#	300	
3,879	3,360	3,955	3,550	415	3520	Telephones - Direct	3,550	#	#	3,550	
					3510	Subsistence Expenses	2	#	#		
2,753	1,664	2,265	2,400	(135)	3730	Subscriptions	2,400	#	#	2,500	
1,700	2,394	2,750	2,750	0	3810	Misc. Insurances	2,750	#	#	0	
	775	890	890	0	3811	Public Liability Insurance	890	#	#	1,500	
4,904	5,395	7,065	4,910	2,155	3820	Advertising	4,910	#	#	4,910	
18		436	1,040	(604)	3850	Other Misc.Expenses	1,040	#	#	0	
		500			3960	Insurance Excesses	0	#	#	500	
3,917	207	1,342	2,090	(745)	3870	Licenses	2,090	#	#		
	343			0	3910	Bad Debts	0	#	#		
200	(45)	(88)		(88)	3920	Cashiers Unders / Overs	0	#	#		
80	80	70	70	0	3990	HASAW Recharges	70	#	#	70	
60	50	30	30	0	3990	Community & Culture Recharge-0471	40	#	#	40	
	10			0	3990	Corporate Services Recharge	0	#	#		
2,913	1,655			0	3850	Special Events	0	#	#		
29,923	25,288	17,973	27,030	(8,057)	4110	Payment To King Harold G.M. School	27,030	#	#	21,600	
105,208	82,422	91,605	86,560	(7,465)	SUB TOTAL			85,950	0	#	84,780

					THIRD PARTY PAYMENTS				
0	4320	Private Contractors	0	#					
0	4740	Parks DSO&Community & Culture	0	#					
0	4830	H.A.S.A.W& Corporate Services	0	#					
0		SUB-TOTAL	0	0	0	0	0	0	
					SUPPORT SERVICES				
25,266	23,801	19,998	20,000	(2)	5310	Managenal & Professional	20,950	##	22,020
11,001	4,480	13,640	13,640	0	5330	Computer Costs (Central)	13,750	##	14,270
2,055	1,936	2,807	2,610	(3)	5410	Office Services	2,650	##	2,400
5,093	6,740	11,130	11,130	0	5640	Leisure Admin	19,520	##	20,340
28,140	30,880	29,260	29,260	0	5650	Leisure Contract Recharges	24,000	##	21,470
0				0	5800	Leisure DSO Business Unit	0	#	
0				0	5810	Marketing & Promos(G.Kehoe)	0	#	
400	330	320	320	0	5990	HASAW Recharges	320	##	320
500	440	300	300	0	5990	Community & Culture Recharge-0471	370	##	350
50	90	70	70	0	5990	Corporate Services Recharge	60	##	100
72,505	68,687	77,325	77,330	(5)		SUB-TOTAL	91,620	0	81,370
					CAPITAL CHARGES				
12,609				0	6110	Deferred Charges	0	#	15,000
12,609				0	6340	Capital Charges	0	#	
						SUB-TOTAL	0	0	15,000
					HOLDING A/C				
0				0		Alternative management of centre	0	#	
0				0		Revised Managerial arrangements	0	#	
0				0	7530	P&C Premium re educational VAT	0	#	
						SUB-TOTAL	0	0	0
463,970	418,848	441,613	439,590	1,523		TOTAL EXPENDITURE	468,200	0	478,220
					INCOME				
12,601	15,198	24,841	15,450	9,391	9050	Contributions From King Harold GMS	15,450	##	21,220
				0	9100	New Deal Training	0	#	
12,050	11,617	11,715	11,500	215	9110	Refreshments	11,500	##	10,200
2,316	2,009	2,673	2,300	373	9120	Sales	2,300	##	1,500
21,365	23,328	31,797	29,000	2,797	9130	Sales - Bar	29,000	##	27,500
1,660	29	483		483	9140	Events/Bufetts - Catering	0	##	1,000
134	114			0	9210	Customer Recharges	0	#	
	12	26	30	(4)	9223	Admin Fees	30	#	30
	214			0	9289	Ft & Well Programme	0	#	
8,410	5,384	4,003	5,550	(1,547)	9292	Membership	5,550	##	2,800
10,132	8,742	6,581	10,300	(3,719)	9293	Fitness & Weights	10,300	##	6,300
1,193	876	151	200	(49)	9294	Health suite	500	##	50
52,633	41,331	37,221	37,000	221	9295	Main Hall	40,000	##	27,200
0				0		Loss of income due to VAT on Clubs	0	#	
8,460	7,233	6,940	8,240	(1,300)	9296	Squash	8,240	##	7,200
15,343	5,552	8,167	9,500	(1,303)	9297	Ancillary (squash conversion)	9,500	##	8,900
	0			0	9299	Outdoor Area	0	#	
	167			0	9340	Misc Income	0	#	
159				0	9630	Other Recharges	0	#	
563				0	9310	Cust.&Clnt Recpts-Misc-Telephone	0	#	
				0		Total Single Status:	0	#	
147,119	121,806	134,629	129,070	5,569		TOTAL INCOME	132,370	0	113,900
316,851	297,043	306,984	310,520	(4,036)		NET TOTAL	325,830	0	364,320

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DDA Requirements

A DDA access audit undertaken by Ingleton Wood (2003) estimated the cost of works required at Waltham Abbey Sports Centre totalled £145,500. These costs would have escalated since this report was submitted.

A selection of the main items of expenditure: -

Installation of a Lift	£70,000
Supply & Fit glazing to Sports Hall/Balcony	£18,000
Provide Toilet & Shower to meet BS 8300;2001	£ 8,000
Redesign shower areas (remove step/provide controls) X 2	£ 6,000
Provide ramp access to both external escapes	£ 5,000
Redesign toilet areas female changing rooms	£ 5,000
Remaining works total	<u>£33,500</u>
	£145,500

Facilities

- 21 station gymnasium with a free weights area
- Air conditioned fitness studio
- 2 squash courts
- 5 badminton court sports hall
- Massage & beauty therapy room
- Licensed bar

Public Opening Times

Term Time Restricted use from 4pm, full use from 6pm to 11pm weekdays
 School Holidays 9am to 11pm
 Saturday 8.30am to 1pm
 Sundays 9.30am to 2pm

Attendances

	Block Bookings	Casual	Total
03/ 04	16,210	18,686	34,896
04/ 05	19,805	13,014	32,819
05/ 06	25,592	8,699	34,921**

**05/06 Sports hall closed for 16 weeks for building works

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