

## Scrutiny Task and Finish Panel Agenda



### **Leisure Task and Finish Scrutiny Panel Thursday, 5th July, 2007**

**Place:** Committee Room 2, Civic Offices, High Street, Epping

**Time:** 7.30 pm

**Democratic Services Officer:** Adrian Hendry, Research and Democratic Services  
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**Members:**

Councillors Mrs H Harding (Chairman), K Chana (Vice-Chairman), Mrs P Brooks, S Murray, Mrs P K Rush, P Turpin, Mrs R Gadsby, Mrs A Haigh, Ms J Hedges, P House, G Pritchard, B Rolfe and H Ulkun

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**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. TOPICS UNDER REVIEW AND TERMS OF REFERENCE (Pages 7 - 52)**

Attached to this Agenda at Appendix 1, is the Final Report of the Leisure Task and Finish Panel 2006/07. The Chairman of the Task and Finish Panel presented this report to the Cabinet for their consideration, (having previously been endorsed by Overview and Scrutiny Committee) on the 16<sup>th</sup> April 2007.

The Report was well received and the recommendations received unanimous approval. However, the Cabinet noted that two of the issues examined by the Task and Finish Panel, specifically Future Management Options for Waltham Abbey Sports Centre and the Review of Future Arts Development in the District would not conclude until 2007/08. As such, the new Leisure Task and Finish Panel have been mandated to complete these two topics this municipal year.

In addition to the part-complete review items, the Panel has been asked to evaluate the success of the Council's Youth Initiatives Scheme, through which local Town and Parish Council's could apply for Grant-Aid to improve local outdoor children's play and youth provision.

Finally, as a result of the Cabinet's consideration of a report regarding the London Olympics 2012, which they discussed at their June 2007 Meeting (attached at Appendix 2), a request has been made and accepted by Overview and Scrutiny Committee, that a review of the opportunities presented by the 2012 Olympic and Paralympic Games is undertaken by the Leisure Task and Finish Panel. Any proposals as to how the Council may wish to respond, including priorities for action and any resource implications, to be reported back to the Cabinet on completion.

Whilst the 4 topic areas have been identified in general terms, Members of the Panel will need to determine the final scope of the work and a set of Terms of Reference, which reflect these objectives.

In order to help the Panel, a set of 'Notes for guidance' for the operating of a Task and Finish Panel is also attached at Appendix 3. This sets out how a Task and Finish Panel should ideally go about scoping its programme of work, gathering information and evidence. The note also suggests how final reporting back to the main Overview and Scrutiny Committee and the larger Council is undertaken. A draft layout for a Final Report is also attached, although last year's Final Report at Appendix 1, is a useful practical example of what the Panel are required to produce.

In order to assist Members, a Draft set of Terms of Reference has been prepared for the Panel's consideration and agreement.

#### **LEISURE TASK AND FINISH PANEL: DRAFT TERMS OF REFERENCE**

##### **Terms 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) Feasibility of Alternative Arts Development and Delivery for the District.
  - (iii) Evaluation of the Youth Initiatives Scheme; and
  - (iv) Review of the opportunities presented by the London 2012 Olympic & Paralympic Games.
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 Overview and Scrutiny, the Cabinet and Council.

## **5. SCOPE OF REVIEW (Pages 53 - 58)**

The proposals agreed to Overview and Scrutiny Committee form the basis and justification for the scrutiny of the four individual topics. In order to assist Members of the Panel in determining the breadth and focus of the reviews, additional background information is detailed below:

### **i) Future Management of Waltham abbey Sports Centre**

The Final Report of the Leisure Task and Finish Panel 2006/07, contains under Topic 2, from P16, background information regarding Waltham Abbey Sports Centre and the steps taken to date to determine future management arrangements, post the termination of the current Dual Use Agreement in September 2007.

Since the Task and Finish Panel Report was considered by the Cabinet in March 2007, further meetings and dialogue have taken place with the Headteacher and Bursar of King Harold Secondary School.

The school seem to now have a better understanding of the implications of a third party Leisure Management Contractor, being appointed to undertake the day to day operation of the site and appear more open to this approach. However, the school have also confirmed their desire that any direct contractual relationship is between the Council and any Contractor, the school being reluctant to enter into any contract management scenario. The School would therefore prefer a new Dual Use Agreement with Epping Forest District Council.

Officers within Leisure and Legal Services have been developing a revised Dual Use Agreement for consideration by the Task and Finish Panel and King Harold on this basis. This document, which covers the main considerations in service and financial terms for the Council, along with an indicative timetable, will be presented to a future meeting of the Panel.

As there are a number of new Members of the Leisure Task and Finish Panel, a visit to Waltham Abbey Sports Centre will be arranged. A mutually convenient date to be agreed at the meeting.

## **ii) Feasibility of Alternative Arts Development and Delivery for the District**

The Final Report of the Leisure Task and Finish Panel 2006/07 also contains under Topic 3, from P20, background information regarding the work at Epping Forest Arts and the main conclusions of the review. On final consideration, the Cabinet accepted the main recommendations (P8), to actively explore the feasibility of the third party delivery from suitably qualified and experienced Arts Organisations, in order to increase access to and participation in the Arts.

Leisure Officers have been undertaking some initial research in the intervening period with other Authorities who have outsourced or buy-in arts development services, to identify options for the District. At a future meeting of the panel, a set of Key Objectives and proposed Methodology for the Arts Review will be presented for the Panel's consideration.

## **iii) Evaluation of Youth Initiatives Scheme**

In response to demand from local Town and Parish Councils, the then Portfolio Holder for Finance and Performance Management, initiated a scheme, to support the provision of Outdoor Youth Facilities across the District.

In essence, £300,000 of District Development funding was allocated at a level of approximately £1000,000 per annum for three years, 2005/06, 2006/07, 2007/08, to be determined by the Portfolio Holder and awarded to individual Town/Parish Council's against the following criteria.

- Provision of plans/drawings showing facilities to be provided.
- Planning and building regulation approval to be obtained where required.
- Ability to determine that the scheme will enhance activities for young people in the area
- Financial details illustrating how the costs of the project are made up.
- Evidence of some measure of support for the scheme locally
- Evidence of joint funding where appropriate and possible
- Maximum grant of £40,000 per town/parish council per year
- Scheme to have been discussed with District Council Officers and received their approval for implementation.

Attached at Appendix 4 is a breakdown of the projects undertaken each year and the final position as of 24<sup>th</sup> May 2007.

The Leisure Task and Finish Panel have been asked to formally evaluate the success of the initiative and identify any areas of learning, which could assist in future if the Council undertook any similar initiatives.

The Youth Initiatives Scheme has been managed by Chris Overend, the Council Officer with responsibility for Grant-Aid. He will attend the next meeting of the Panel to give further background information and present a proposal as to how the evaluation could be undertaken in liaison with the Partner Organisations. At this stage it is not intended for the Panel to visit all the improved facilities, although a list of locations will be provided if Members have a particular interest in a site, which they may wish to view.

iv) Review of the Opportunities presented by the London 2012 Olympic & Paralympic Games

The report to Cabinet attached at Appendix 2 of the Agenda, provides a context for the request for the Panel to look into the opportunities presented by the Games and identify an Action Plan for legacy, as requested by the Essex Co-ordinating Body.

The Head of Leisure Services will outline a general Overview of the Legacy Action Plan, what is required of the Council and identify some initial projects that the Council may wish to consider. In addition, Julie Chandler, Leisure Services, Community and Cultural Services Manager will make a presentation to the Panel around a proposed major collaborative project to celebrate the Games in the District, involving young people.

## **6. WORK PROGRAMME**

Having considered the Scope of the Reviews and the Terms of Reference, it is necessary to agree a Work Programme to achieve the outcomes.

Members will appreciate that the scale of the task in undertaking four reviews within a relatively short timescale is ambitious. It is therefore recommended that the topics are not taken sequentially but rather that an amount of work is undertaken in parallel.

The Panel therefore needs to consider the most effective way in which it wishes to organise in order to achieve its objectives. This could be by frequent meetings of the full Panel or in some cases the appointment of smaller groups to carry out visits/interviews with others.

A suggested set of initial dates and visits proposed will be circulated separately in advance of the meeting for discussion in order to start the process.

The Panel should be aiming to put forward at least an interim report with outline recommendations, by the date of the Overview and Scrutiny Committee in October 2007 if it wants to make a bid to fund any recommendations in the Financial Year 2008/09

**7. ANY OTHER BUSINESS**

**8. DATE OF NEXT MEETING**

To be agreed as per item 6.