

Scrutiny Task and Finish Panel Agenda



Leisure Task and Finish Scrutiny Panel Thursday, 9th August, 2007

Place: Training Room, 25 Hemnall Street, Epping

Time: 7.30 pm

Democratic Services Officer: Adrian Hendry, tele. 01992 564246
ahendry@eppingforestdc.gov.uk

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

**PLEASE NOTE THE NEW VENUE FOR THIS MEETING:
THE TRAINING ROOM, LEISURE SERVICES, 25 HEMNALL STREET – ADJACENT TO
EPPING SPORTS CENTRE**

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE 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. MINUTES FROM LAST MEETING - 5 JULY 2007 (Pages 5 - 26)

To consider and agree the notes of the meeting of the Panel held on 5 July 2007.

5. TERMS OF REFERENCE (Pages 27 - 28)

At the Panel's initial meeting, Members agreed their proposed Terms of Reference, which have subsequently been endorsed by the main Overview and Scrutiny Committee on Tuesday 10th July 2007.

The Terms of Reference are attached to this Agenda. At each Panel Meeting Members will be required to review the Terms of Reference to ensure continuing relevance.

6. FUTURE MANAGEMENT OF WALTHAM ABBEY SPORTS CENTRE (Pages 29 - 34)

As reported at the initial meeting of the Panel, the Final Report of the Leisure Task and Finish Panel 2006/07, (previously circulated), contains, 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 proposed Dual-Use Agreement for consideration by the Task and Finish Panel and King Harold School's Governing Body, on this basis. The main document itself, is still in Draft. However, attached is a breakdown of the main heads, of the proposed Agreement, which Officers will take Members through, highlighting the main practical and potential financial implications for the Council.

Also, attached is an indicative timetable outlining the various stages of discussion and permissions necessary, if the Panel are minded to recommend that the Council enter into a new Dual Use Agreement, to ensure ongoing Community Use of Waltham Abbey Sports Centre. Members will also be asked to reaffirm their views on whether an External Management Partner be sought to undertake the operation of the Centre in future.

7. EVALUATION OF YOUTH INITIATIVES SCHEME

The Panel's Terms of Reference include responsibility for evaluating the success of the Youth Initiatives Scheme (1 (iv) refers). At the meeting on 5 July 2007, Members received details of the criteria on which the award of the grant to Town/Parish Councils had been determined and a breakdown of the projects completed so far (there are also a number of other schemes where works are ongoing or scheduled). In summary these are as follows:

- Refurbishment of Recreation Area, Parklands, Coopersale.
- Provision of Youth Shelter, Chigwell Row.
- Installation of Sports System – Rear of School, Fyfield.
- Provision of Teen Shelters, Roding Valley and Willingale Road, Loughton.
- Games Area Resurfacing, Town Mead, Waltham Abbey.
- Renovation of Skateboard Area, Stonnards Hill, Epping.
- Provision of Teenage Youth Facilities, Epping Upland.
- Provision of Youth Shelter, Ninefields, Waltham Abbey.
- Refurbishment, Skateboard Area, St Peter's Avenue, Shelley.
- Youth Facilities, Upper and Lower Sheering.

Chris Overend, Policy and Research Officer, and officer responsible for the Scheme, who will be in attendance at the meeting, has identified a number of aspects which might be used as a means of gauging the success of the scheme. These are set out below and can be expanded on at the meeting. Members of the Panel are asked to comment on these and put forward suggestion of their own:

- Use of the facilities over a period of time
- A survey of young people in the parishes/towns concerned to obtain their views about the facilities
- Obtain views of residents about the success or otherwise of the schemes
- Ask Parish/Town Councils for comments regarding the effect of the schemes
- Ask Parish/Town Councils about how accessible they found the funding process for the schemes.
- Compare figures for 'anti-social' activities for before and after the implementation of the schemes

In making an assessment, it might be useful to take account of the type and cost of the scheme concerned. Are some schemes more successful? Comments have been made and, in some instances, concerns expressed, regarding the youth shelters, which have been introduced at certain locations. But are these comments valid or are they merely to do with the perceptions? What are the views of young people regarding youth shelters?

8. ARTS PRESENTATION

As discussed at the Panel's initial meeting, in order to assist particularly new Members of the Task and Finish Panel, Julie Chandler, Community and Cultural Services Manager, will present an overview of the current work of the Council's Arts Service. This should provide useful context in relation to the review of the feasibility of third party involvement, in the delivery of arts development work in the District.

9. WORK PROGRAMME (Pages 35 - 36)

To consider the Panel's Work Programme attached.

10. ANY OTHER BUSINESS

11. DATE OF NEXT MEETING

To note the dates of the next scheduled meetings:

- 18 September 2007 (to be held at the Waltham Abbey Sports Centre);
- 31 October 2007; and
- 27 November 2007.

**EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF LEISURE TASK AND FINISH SCRUTINY PANEL
HELD ON THURSDAY, 5 JULY 2007
IN COMMITTEE ROOM 2, CIVIC OFFICES, HIGH STREET, EPPING
AT 7.30 - 9.15 PM**

Members Present: Mrs H Harding (Chairman), , S Murray, Mrs P K Rush, P Turpin, Ms J Hedges, P House, H Ulkun and Mrs J H Whitehouse

Other members present:

Apologies for Absence: Mrs P Brooks, Mrs R Gadsby, Mrs A Haigh, G Pritchard and B Rolfe (Epping Town Council)

Officers Present D Macnab (Head of Leisure Services), J Chandler (Community and Cultural Services Manager), Mrs L MacNeill (Assistant Head of Leisure Services) and A Hendry (Democratic Services Officer)

Also in attendance:

1. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

The Panel noted that Councillor Mrs J Whitehouse would be substituting for Councillor Mrs A Haigh.

2. DECLARATIONS OF INTEREST

The Panel noted there were no declarations of interest.

3. TOPICS UNDER REVIEW AND TERMS OF REFERENCE

The panel agreed the four topics areas identified by the Overview and Scrutiny Committee, that is:

- i) The future management options for Waltham Abbey Sports Centre;
- ii) The review of future Arts Development in the district;
- iii) To evaluate the success of the Council's youth Initiatives Scheme; and
- iv) To review the opportunities presented by the 2012 Olympic and Paralympic Games.

Terms of Reference:

The Panel considered the draft terms of reference. They asked for a presentation on Arts Development in the District (item 2) to bring them up to speed as to what the district currently provides in this area.

RESOLVED:

That the draft Terms of Reference be agreed and that a presentation of Arts Development in the district be arranged for a future meeting.

4. SCOPE OF REVIEW

a) Future Management of Waltham Abbey Sports Centre

The Panel noted that since the Cabinet considered the Task and Finish Panel Report in March 2007, further meetings and dialogue have taken place with the Head Teacher and Bursar of King Harold Secondary School. In the meantime a new dual use agreement and timetable had been drafted, this would be brought to the next meeting.

The Panel thought it would be useful to have a guided tour of the centre.

b) Feasibility of Alternative Arts Development and Delivery for the District

The Panel noted that Leisure officers had undertaken some initial research with other Authorities who have outsourced or bought in arts development services. 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, along with a presentation focussing on the current activity and policy of Epping Forest Arts, for the benefit of new members. It was stressed by the Panel they had to clearly define their key objectives for this review. They also asked that a closer look be taken at the future sustainability of external funded arts agencies and specific project work, in light of the reductions in mainstream funding through the Arts Council. It was noted that all arts providers, whether local authority, voluntary or charitable organisations currently access funding from the same sources.

Councillor Mrs Whitehouse commented that the profile of the Epping Forest Arts should be raised and its connection as part of the District Council be made clearer. At present it seems to be a separate entity from the Council and not part of it.

c) Evaluation of Youth Initiatives Scheme

It was noted that that the District Development funding of £300,000 was allocated at a level of approximately £100,000 per annum for three years.

The Panel noted that Chris Overend, the Policy and Research Officer, deals with grants. He would be asked to the next meeting to give further information on the background and to outline the options available.

The Panel also noted that a district Play Strategy and Funding application to the Big Lottery Fund was currently being developed by Leisure Services, in conjunction with a range of partners, which if successful, would unlock £243,871 funding for Play facilities in the district. Preparation for this had included a district wide audit and extensive consultation with the public regarding the need for new and improved play facilities and opportunities, and it was suggested that this information could be used as a basis for any future decision making on a youth initiatives fund.

The Panel queried the way the procurement of play equipment was undertaken locally and suggested that economies could be made if one play provider could be sourced, working not only to the District Council but also to the Parish and Town Councils?

It was noted that if members of the Panel wanted to visit sites they should do so on their own, and if they thought it necessary they could have an officer accompany them.

d) Review of the Opportunities presented by the London 2012 Olympics & Paralympics Games.

The Panel were each given a copy of the Essex Action Plan, which outlined the steps that needed to be taken to acquire and keep the economic benefits offered by the Olympic and Paralympics games.

It was noted that the Essex Business Link is looking to bring companies together in the area by way of an Olympic Business Breakfast, presenting procurement opportunities.

There may be scope for the possible use of the North Weald Airfield during the games, either as a base for business flights for the games, or a park and ride facility, or to use it as a camping site for people who wish to visit the games.

The Panel also received a blank Performa from Essex CC for 'Endorsement of Action Plan' in which costed ideas could be set out for activities and projects to be carried out in the run up to and during the period of the games.

A presentation was then given to the Panel on the proposed major collaborative projects to celebrate the Games in the District involving children and young people, by Julie Chandler the Community and Cultural Services Manager. A copy of the presentation is attached to these minutes.

At the end of the presentation the Panel members put the following comments and questions.

Councillor Ulkun commented that as there are a lot of countries involved in the Olympics, could the District adopt a country or two, preferably a country that has some historical connection with Essex. The Council could get kids involved and generate interest from local people or commercial interest. At the Sydney games each district adopted a country.

Councillor Murray expressed his view that if EFDC wished to plan ahead for 2012, then the Council should start communicating with the major partners as soon as possible. If we are going to do a good job then we should really go for option 3 as presented to us, spread over 5 years this would not be so expensive.

RESOLVED:

That the Panel endorsed option 3 that:

There would be an annual programme within the existing Leisure budget, plus two large spectator events at an estimated expenditure of:

Year 1 - £20k to Launch Event

Year 5 - £50k Mini-Olympics

5. WORK PROGRAMME

The draft work programme was agreed by the Panel and is attached to the minutes.

6. ANY OTHER BUSINESS

No other business was raised.

7. DATE OF NEXT MEETING

The following dates were agreed:

09 August 2007,
18 September 2007,
31 October 2007 and
27 November 2007.



Epping Forest District
Cultural Olympiad

*Proposal for a Celebration of Community Life
in the Epping Forest District 2008 - 2012*

The National Context

LOCOG launched an update of the National Cultural Olympiad in June:

“ The London Olympic games will be more than London, more than sport and more than the summer of 2012. They return to Pierre De Coubertin’s original vision of Culture, sport and education uniting in celebration” .

- The Cultural Olympiad is an integral part of London 2012 vision, allowing people to take part in cultural events and celebrations in every London community and all around the UK. The public launch of the Cultural Olympiad will happen in 2008, with commencement of events and activities in August

Some of the Cultural Olympiad Objectives:

- Integration of the Olympic and Paralympic Games into a single cultural programme;
- Inspire and involve the widest range of London and UK – wide communities;
- Generate sustainable long-term benefits to our cultural life
- Create outstanding moments of creative excellence across the full range of performing arts and creative industries;
- Enhance the learning, skills and personal development of young people;
- and much more.....

Cultural Olympiad Values:

- Celebrate London and the whole of the UK – our unique internationalism, cultural diversity, sharing and understanding;
- Inspire and involve young people;
- Generate a positive legacy through: cultural and sports participation; audience development; cultural skills; capacity building; urban regeneration; tourism and improved social cohesion

How could Epping Forest District
meet this challenge?

Epping Forest 2012?

A proposed celebration of life in Epping Forest District 2008 – 2012, incorporating activities, events and programmes of work with people of all ages and abilities within local communities in the district.

What are the benefits for the Council and its' residents in delivering a Cultural Olympiad?

- Social interaction within communities & reduced isolation of individuals/groups
- Increased self esteem and confidence in all involved
- Opportunities for Education & Learning
- Improved employability of young people involved in initiatives
- Positive community attitudes and reduction in fear of crime
- Health improvement opportunities for local residents
- Positive profiling of the Council's Services



Leisure Services Proposal...

Delivery of a coordinated 5 year programme of events and activities commencing August 2008, with potential for a major participant and spectator launch event at Metropolitan Police Ground, Chigwell, in September 2008.

Year 1 - Celebration of the Olympics

- Design an Epping Forest 2012 Brand competition
- Development of an Epping Forest Olympic Torch
- Historical themed programmes – Ancient and Modern Olympics; Chariot building, customised wheelchairs; Grecian Olympia, displays of replica sports equipment
- Paralympic sports event
- Olympic Art: photography, digital documentation & evaluation
- Mass choreographic workshop
- Lantern walks
- Performances & Poetry competitions

Year 2 - Green & Unique

'A celebration of Epping Forest District'

Linked directly to the Council Plan and Community Strategy...

- Mini - events in and around Epping Forest; storytelling; free running; led walks; 'philosophy in the woods', Victorian 'waterholes'; history of speedway (High Beach),
- Heritage trails – heritage buildings and 'sites'
- Celebration of local artists eg. Pissarro, Spradbury
- Life in rural areas and 'rural culture'
- Animation of 'green spaces' and animated walks
- Guided 'Shelter' building (Play based)
- Cultural tourism
- Wider tourism

Partners to include Corporation of London, EF Field Study Centre, Parish and Town Councils, EF Country Care



Year 3 – Fit For Life

‘A celebration of Community Well-being’

Work will be based in community settings across the district and will focus on mental, physical and social health improvement for people of all ages and abilities....

- Promotion of Green Exercise – allotments; gardening; maintenance of woodland and nature reserves (with Country Care)
- Cycling, walking, buggy power walks
- Victorian PE and dietary habits
- Dancing for health – dance marathon, tea dancing
- Intergenerational physical activity
- Reminiscence work with elderly people unable to access other opportunities



Year 4 – A celebration of Culture at the ‘Heart of Communities’

The focus for 2011 will be to help ‘shape’ local Communities, to improve community cohesion and spirit.

Establishment of community

‘singing’ groups

Celebration of local culture:

dancing, bell ringing (‘rap’ style),
knitting/handicrafts

Encouragement of intergenerational
Play

Youth – led activities

Cultural Roadshow and Community
Festivals

Street Carnivals



Year 5 – Epping Forest 2012

- Work to be undertaken with primary schools to train teams to compete in a Mini- Olympics event to be held at Ongar Leisure Centre during May 2012.
- Community based workshops and activities staged including: cheerleading; team banner/flag making; costume design; mascot design
- Training provided for secondary school students and New Horizons members in marshalling/umpiring events
- Training and choreography (sports acrobatics, drama, dance) for opening and closing ceremonies – based within local communities
- Music production - singing/choirs/bands etc
- District floral/bedding displays

Annual programme will culminate in a major 2 x day participant and audience event?

At what financial cost?

- All activities and programmes of work now earmarked in Leisure forward planning for 2008 – 2012, therefore reducing annual costs significantly. (Only additional costs would be for community based events).
- Potential application to be submitted for Lottery funding in 2008, to support the annual programme and major events in Years 1 and 5
- DDF allocation by Council for the Launch and 2012 event?



Outline Costs for a 5 year cultural programme in Epping Forest

- **Option 1 - Annual programme**
Within existing Leisure budgets, plus small funding bids to value of Approx. 15K

Option 2 – Above, plus:
v small scale participant & spectator events:

Year 1 - 10k

Year 5 - 25k

Option 3 = Option 1 plus
two large spectator events:

Year 1 - 20k Launch Event

Year 5 - 50k Mini-Olympics



Epping 2012 Summary

Leisure Services is prepared to deliver a unique and exciting Cultural Olympiad for the residents of the district, which can meet the Council's aspirations in terms of positive community profile and improving the quality of life for people of all ages and abilities living in the district.

The programme of work would provide opportunities for significant community cohesion and reduction of 'fear of crime' through intergenerational working, as well as generating good community spirit and a pride in communities.

A Cultural Olympiad is an ideal way to build upon the many strong partnerships that the Council has with local statutory and voluntary agencies and would meet the Council's objectives and performance indicators as stated in the Council Plan.

Epping Forest 2012

Julie Chandler
Community & Cultural Services Manager

Leisure Services 01992 564214

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Task and Finish Panels			
Leisure Services –			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
Methodology for evaluation of outdoor youth facilities initiative. Draft dual-use agreement and timetable for Waltham Abbey Sports Centre.	End July for 9 August meeting	Underway: Consultation undertaken with King Harold High School. Awaiting Governing Bodies views	9 August, 18 September, 31 October and 27 November
Methodology and options for alternative delivery of arts development/agreement of key objectives. Consideration of Olympic Legacy Local Action Plan.	Beginning September for 18 September meeting.		

<p>Feedback of results of evaluation on youth facilities initiative/ agree recommendations to Overview and Scrutiny. Progress report on feedback from King Harold School /agree provisional tender timetable if appropriate.</p>	<p>Mid October for 31 October meeting</p>		
<p>Review initial expressions of interest from alternative arts providers.</p>	<p>Mid November for 27 November meeting.</p>		

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 feasibility for alternative Arts Development in the District;
 - iii) The monitoring of Youth Initiatives Scheme; and
 - iv) Olympic Bid - to undertake a review of the opportunities presented by the 2012 Olympic & Paralympic Games and bring forward proposals as to how the Council may wish to respond, including priorities for action and any resource implications.

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:

To gather evidence and information in relation to the topics through the receipt of data, presentations and by participation in fact finding visits;

To consult with Partners, Agencies, Stakeholders and Users of the services under review, to establish key issues and future need;

To evaluate all relevant facts in relation to the topics under review in an objective way and to produce recommendations for future action accordingly;

To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process 2008/09; and

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.

TIMESCALE	ESTIMATED	ACTUAL
Commencement		5 July 2007
<u>Finish</u> 1. Interim report to include any budgetary items for the	By October 2007	

LEISURE TASK AND FINISH PANEL: TERMS OF REFERENCE

<p>next budget round.</p> <p>2. Future Management of Waltham Abbey Sports Centre.</p> <p>3. Review of the Arts Development in the District.</p> <p>4. Monitoring of the youth initiative scheme.</p> <p>5. Olympic Bid - review</p>	<p>By September 2007</p> <p>January 2007</p> <p>Feb-March 2008?</p>	
<p>Reports.</p>	<p>As above?</p>	

WALTHAM ABBEY SPORTS CENTRE DRAFT HEADS OF JOINT USE AGREEMENT

The following summarises the Overall principles and proposed key features contained in the Draft document. If agreed, this will form the basis for discussion between the King Harold School Governing Body and Epping Forest District Council.

1. COMMENCEMENT AND DURATION:

Commence - TBA (Current Agreement Termination 30.9.07)
Duration - 20 years

2. CONSULTATION AND LIAISON

The Governing Body and the Council shall appoint a Liaison Officer

3. STATUTORY CONSENTS

The Governing Body will transfer the Management of the Facility to the Council, to the extent as contained within the Agreement.

4. PROGRAMME OF USE

The Areas and the Times shown on the attached schedule.

Note: This generally reflects the current position but will be subject to discussion.

The Governing Body will use the facility for the provision of Leisure Facilities as required to deliver the School Curriculum.

The Council will use the facilities for purposes of Leisure Use, i.e. the provision for sport, exercise, games and other leisure activities associated with a leisure centre open to the public for Community Use. Also for Emergency Planning Activities.

The Council may be allowed use of outdoor areas to include the playing fields, by agreement with the Governing Body.

5. FACILITY ALTERATIONS

The Council will not make changes to the Facility without the consent of the Governing Body.

6. RESPONSIBILITIES

The Council will have the following general responsibilities:

- i. Cleaning the premises after school use and prior to public use.
- ii. Spot Cleaning during school time.
- iii. Provide staff for management and cleaning duties during School Hours but have no responsibility for school activities or pupils.
- iv. Day to Day maintenance, not to include the structure of the building
- v. Planned Maintenance as designated.
- vi. Be responsible for School equipment to keep it safe and ensure it is checked before use when using it in Leisure Use time.
- vii. Share of the budget.
- viii. Indemnities and Insurance.

The Governing Body will have the following general responsibilities:

- i. Maintenance as defined as their responsibility.
- ii. Changes to the facility without the prior consent of the Council.
- iii. The supervision of all Educational Activities.
- iv. Responsible for Council equipment to keep it safe and ensure it is checked before use, when using it in School time.
- v. Planned Maintenance as designated.
- vi. Share of the Budget
- vii. For putting right deliberate damage caused by the pupils whenever caused.
- viii. Responsible if the Council suffers loss of income, any increased costs due to the action or inaction of the Governing body.
- ix. Indemnities and Insurance.

7. FINANCE ARRANGEMENTS

Initially, both parties to set a Facility Budget for the first year at the time of signing the Agreement.

In October each year the Council will:

- i. Estimate the Facility Budget for the following Financial Year.
- ii. Estimate the sum for Planned Maintenance.
- iii. Inform the Governing Body of these sums who will consider the proposals and after discussions agree a budget with the Council by the end of November.

8. MAINTENANCE JOINT RESPONSIBILITIES

There will be a Planned Maintenance Schedule and a rolling Five year planned Maintenance Programme.

The Planned Maintenance Programme will be confirmed annually by the Governing Body and the Council.

In the first Instance the Planned Maintenance Schedule will be based on the Condition Survey prepared at the time of the Agreement.

The Council will be responsible for the repair, maintenance, decoration and cleanliness of the facility.

The Governing Body will be responsible for the repair and maintenance of the structure of the building

9. SUBCONTRACTING AND THIRD PARTY SERVICE AGREEMENT

The Governing Body can give agreement to the Council to assign or sub-contract to a third party providing that the Council places obligations on the third party under the same terms and obligations, the Council is committed, to within the Joint Use Agreement.

10. INVESTMENT

The Council can invest in the facility with the agreement of the Governing Body.

11. MONITORING AND REVIEW

The School and the facility Manager will meet at least 2 weekly on operational issues.

The Council representative and the Governing Body representative will meet formally at least 3 times a year to discuss the overall performance of the Joint Use Agreement (Review Meetings.)

12. TERMINATION AND DISPUTE RESOLUTION PROVISIONS

Normal grounds for termination by either party.

Compensation clauses if the Agreement ends early and there have been investment by the Council during the Agreement.

The normal Dispute Resolution clauses.

13. SUCCESSION PLANNING

There will be a review in 2025 to commence the exit strategy for 2027/8

The Task and Finish Panel will be asked to consider the following main Issues for agreement before finalisation of the Draft Document, which will therefore be shared with King Harold School;.

- Term of Agreement
- Allocation of hours (use)
- Maintenance responsibilities
- General Responsibilities
- Finance
- Investment
- Subcontracting

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WASC PROJECT TIMETABLE		
DATE	ITEM	RESP
5 th April 2007	Overview and Scrutiny committee accept report	Completed
May/ August 2007	Draft the School /EFDC Joint Agreement	Leisure Services
9 TH Aug.2007	Task and Finish Panel agree draft principles for the Joint Agreement and discusses the way forward with regards to management options 1) Retain In House 2) Put Out to tender	T&F
Sept. 2007	Council officers meet with Governing Body to discuss the draft Joint agreement and agree final document. Agree with School that present arrangements remain until results known as present agreement ends September 2007	Leisure Officer/ Governing Body
October 2007	Final Joint Agreement taken to TASK and Finish for approval and T and F make formal recommendation to O& S Committee on the agreement and future management proposals	Leisure Services and T&F
8 th Nov. 2007	O& S approves Agreement and both parties sign it. Also approves which management option will be undertaken and takes forward to Cabinet	O&S
17 th Dec. 2007	Cabinet Approves recommendations of O&S and If tender process then also agrees Budget to cover costs of the process. i.e. Building survey, advert etc.	Cabinet
January 2008	If to remain in-house then review service. If recommendation is to go out to Tender then start documentation. Agree specification issues that affect the school Undertake building survey, Tupe etc	Leisure Services Building Service/HR
April 2008	Advertisement issue for letters of interest Letters of interest received and Pre-qualification questionnaire goes out	Leisure Services and Legal
May 2008	PQQ returned PQQ EVALUATED and, visits to facilities etc and shortlist prepared	Leisure Services
June 2008	Shortlist agreed by cabinet	Cabinet
July 2008	Tender documents issued	Leis. Serv
August 2008	Documents returned	
Sept 2008	Evaluation of Documents Interviews by Members	Leis. Serv. Members
October	Report to cabinet on recommendations	Cabinet
October – January 2009	If external contractor agreed then proceed to implementation programme Inform budget process Inform successful provider Inform staff of transfer Prepare full contract / Implement IT transfer Etc	Leisure Services/Le gal etc
4 th January 2009	Start contract In Line with the other facilities term of contract. Contract to run to Jan 3 rd 2013 with the option of 3years extension	

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LEISURE TASK AND FINISH PANEL 2007/08 – WORK PROGRAMME

Proposed Date	Item	Current Position
Thursday 5 th July 2007	Agree Scope of Reviews and Terms of Reference Consider Draft Work Programme	Agreed. Agreed.
Thursday 9 th August 2007	Methodology for Evaluation of Outdoor Youth facilities Initiative. Draft Dual-Use Agreement and Timetable for Waltham Abbey Sports Centre Arts Presentation	
Tuesday 18 th September 2007	Methodology and Options for Alternative Delivery of Arts Development/Agreement of Key Objectives. Consideration of Olympic Legacy Local Action Plan	
Wednesday 31 st October 2007	Feedback of Results of Evaluation on Youth Facilities Initiative/Agree Recommendations to Overview and Scrutiny. Progress Report on Feedback from King Harold School/Agree Provisional Tender Timetable if appropriate.	
Tuesday 27 th November 2007	Review Initial Expressions of Interest from Alternative Arts Providers.	

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