



Title of Report:	Leisure Facilities Project Board - Terms of Reference
Committee Report Submitted To:	The Leisure and Development Committee
Date of Meeting:	11 th June 2019
For Decision or For Information	For Decision

Linkage to Council Strategy (2019-23)	
Strategic Theme	Resilient, healthy & engaged communities
Outcome	Citizens will have access to Council recreational facilities and protected natural environments which help them to develop their physical, emotional and cognitive health
Lead Officer	Head of Sport & Wellbeing

Budgetary Considerations	
Cost of Proposal	N/A
Included in Current Year Estimates	YES/NO
Capital/Revenue	N/A
Code	N/A
Staffing Costs	N/A

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date: To Follow
	EQIA Required and Completed:	Yes/No	Date: To Follow
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date: To Follow
	RNA Required and Completed:	Yes/No	Date: To Follow
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date: To Follow
	DPIA Required and Completed:	Yes/No	Date: To Follow

1.0 Purpose of Report

The purpose of this report is to seek Member's approval for amendments to the Terms of Reference for the Options Appraisal of Leisure Management and Coleraine Leisure Centre Project Board to include the future development of leisure facility provision in Ballycastle.

2.0 Background

Following on from the development of the Rugby Avenue Synthetic Pitches, a Project Board was established to provide strategic oversight and monitor progress on the development of a new Coleraine Leisure Centre. In October 2017 Members approved subsequent amendment to broaden the remit of the Project Board to review the management delivery options for all Tier 1 and Tier 2 leisure facilities.

2.2 Progress made by Previous Project Board

As provided for within the Terms of Reference, the Project Board had been populated with 6 Members via D'Hondt and a Chair and Vice Chair appointed as follows:

Chair:	Councillor Clarke
Vice Chair:	Councillor Duddy
	Councillor Holmes
	Councillor McCandless
	Alderman Hickey
	Councillor Mulholland

The first meeting of the Project Board took place on in October 2017 with a total of 10 meetings held to consider and progress the following issues:

- Affordability analysis for a new Coleraine Leisure Centre;
- Site options appraisal for a new Coleraine Leisure Centre ;
- Staff and Trade Union Engagement Plans;
- Weighting and Scoring criteria for a range of leisure management options;
- Schedule of accommodation for a new Coleraine Leisure Centre;
- Pre-Application Discussions with planners on statutory approvals;
- Early Market Engagement exercise with potential outsource operators;
- In-house Transformation plans and service improvement updates; and
- Shadow Bid process and agreement of a draft Leisure Services Specification.

3.0 Proposed Amendments to the Terms of Reference

At a Council meeting in January 2019 members were updated on the successful funding application of €3.1 million funding from Special EU Programmes Body (SEUPB) towards community sports hub element of the Ballycastle Shared Education Campus.

It was proposed that a working group be established to consider the development of Leisure Facilities in line with Council's aspirations for Ballycastle. Rather than establish a separate working group Members agreed that the existing Project Board take on the planning of the work proposed in relation to Ballycastle.

The aspirations for Ballycastle are being considered in two phases:

- Phase 1 - community sports hub comprising four court sports hall, floodlit 3G soccer/GAA pitch, floodlit sand-based synthetic hockey pitch and changing/ancillary facilities (to be funded by SEUPB); and
- Phase 2 - development of swimming pool and gym provision (including review of existing provision at Shesburn Recreation Centre).

To take account of this broader remit the Project Board has been renamed as the 'Leisure Facilities Project Board'. The proposed amendments to the existing Terms of Reference are highlighted and included at Annex A for reference.

5.0 Recommendation

It is recommended that Members agree amendments to the Leisure Facilities Project Board Terms of Reference.

Leisure Facilities Project Board Terms of Reference (amended June 2019)

1.0 Aim

The overall aim of the Project Board is to provide strategic oversight on the development and review of Tier 1 and Tier 2 leisure facility provision across the Borough. This in turn will contribute to the delivery of the key outcomes set out within the Leisure Services Specification agreed by Council.

~~The overall role of the Project Board is to oversee the development of a new/refurbished Coleraine Leisure Centre including a review of leisure management options which may include other/all Council owned facilities across the Borough.~~

2.0 Project Objectives

The Project Board will assume oversight of a number of projects that are currently under consideration:

(i) Review of Leisure Management Options:

- Consider the evaluation findings for three potential management options: In-house Transformed, Council Owned Company and Outsourcing and make recommendations to Committee and Council;
- Subject to a Council decision on the preferred management option, agree final Services Specification and performance management arrangements;
- Keep the chosen management option under review with reference to agreed financial and non-financial targets

(ii) Development of a new Coleraine Leisure Centre:

- ~~• Agree options for consideration~~
- Oversee the application of the agreed selection criteria and effective project management;
- Consider the advantages and disadvantages of the preferred option in light of the CC&GBC local conditions and to give particular attention to the likely impact of each option on:
 - Future capital and revenue costs;
 - User needs, experiences and expectations;
 - Operational performance;
 - Social return on investment; and
 - Staff.
- Agree the preferred option identified in the Outline Business Case and its overall affordability and make recommendations to Committee and Council
- Monitor and review the progression of the new Coleraine Leisure Centre through remaining stages of Council's four stage process for capital project delivery.

(iii) Review of Leisure Facility Provision in Ballycastle

- Monitor and review the development and Phase 1 – Community Sports Hub to be funded by SEUPB;

- Oversee the development of an Outline Business Case for Phase 2 – Swimming Pool and Gym Provision in Ballycastle;
- Agree the preferred option identified in the Outline Business Case and its overall affordability and make recommendations to Committee and Council.

3.0 Responsibilities

Members will undertake the following responsibilities:

- Monitor performance of the projects
- Manage the process of governance
- Provide insight, wisdom and judgment
- Ensure processes are in place to meet all legal, regulatory and financial obligations
- Leadership regarding engagement of Stakeholders

4.0 Status & Scope

The Project Board is not a legal entity of Causeway Coast and Glens Borough Council and the Leisure & Development Committee of Council is currently the accountable body for this project.

The Project Board must operate within the scope of Council's strategic priorities, Scheme of Delegation and Capital Programme policy and procedures.

The Project Board's remit will cover all Tier 1 and Tier 2 leisure facilities currently comprising: Coleraine Leisure Centre, Roe Valley Leisure Centre, Joey Dunlop Leisure Centre, Dungiven Sports Centre, Jim Watt Sports Centre and Shesburn Recreation Centre.

5.0 Size

The Project Board currently has no size limit, this will be subject to ongoing review.

6.0 Roles and working groups

- The Chair and Vice Chair to be elected by members of the Project Board.
- Those roles will normally have a one year term of office.
- Ad-hoc working groups will be set-up as and when necessary.
- The Project Board will receive and consider advice from stakeholders as it sees fit.

7.0 Meetings

Meetings are to be held monthly or as otherwise agreed to facilitate timely reporting to the Leisure and Development Committee.

8.0 Membership of the Project Board

Senior Responsible Owner – Richard Baker, Director for Leisure and Development.

Project Sponsor / Manager – Wendy McCullough. Head of Service: Sport and Wellbeing.

6 x nominated Councillors.

Independent Advisors – ~~Steve Laird (V4)~~, Jonathan Gray (SIB), John Beggs (SIB) and any external consultants appointed to assist with the specific projects above.