

 Executive 31st August 2017		Agenda Item No. 9
Title	Leisure Development Programme – extension of temporary contracts	
For further information about this report please contact	Rose Winship Rose.winship@warwickdc.gov.uk 01926 456223	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Executive 9 th March 2016	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	Yes
Equality Impact Assessment Undertaken	No
Not applicable – no policies being approved	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	3 rd Aug 2017	Andrew Jones
Head of Service	3 rd Aug 2017	Rose Winship
CMT	3 rd Aug 2017	Chris Elliott, Andrew Jones, Bill Hunt
Section 151 Officer	3 rd Aug 2017	Mike Snow
Monitoring Officer	3 rd Aug 2017	Andrew Jones
Finance	3 rd Aug 2017	Mike Snow
Portfolio Holder(s)	3 rd Aug 2017	Cllr Coker
Consultation & Community Engagement		
N/A		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 The report seeks approval to extend the fixed term contracts of the Programme Manager and the Project Officer associated with the Leisure Development Programme. The extension is required as a result of the delays to the construction works at Newbold Comyn and St Nicholas Park leisure centres. It will ensure the effective completion of Phase I (Newbold Comyn and St Nicholas Park leisure centres) and also allow work to commence on the feasibility of Phase II of the Leisure Development Programme ie the improvements to leisure provision in Kenilworth.

2. **Recommendation**

- 2.1 Subject to Employment Committee agreement to the extension of the Programme Manager and Project Officer posts to the end of September 2018, Executive approves release of £55,800 from the Leisure Options Reserve to ensure the posts are fully funded.

3. **Reasons for the Recommendation**

- 3.1 In March 2016, the Executive approved the extension of the Programme Manager post to March 2018. At this point it was anticipated that the leisure centre construction works would be completed in late 2017 and that the extension would allow for completion of the construction phase and the inevitable "snagging" that will follow. The construction works, as previously reported to Members, have been delayed and at the time of writing this report, the works at Newbold Comyn and St Nicholas Park are scheduled to be completed in late Spring 2018. The March 2016 report committed to further reports being brought to the Executive should they be necessary as the Programme developed.
- 3.2 Both officers referred to in the report have been essential in the progress made on the 2 elements of the Leisure Development Programme ie the complex issues faced in the construction works and the appointment of the external partner to manage the District's leisure centres on behalf of the Council. The officers have lead on development of the new dual use site agreements with Myton and Kenilworth schools, and are also ensuring that the Sport England grant conditions are met to allow the Council to draw down the £2 million at the earliest opportunity.
- 3.3 Looking ahead, the Programme Manager and Project Officer's involvement with the construction projects will continue through to completion in Spring 2018, undertaking the following:
- Client role for Mace project management on both sites
 - Coordination of WDC actions as required from various service areas (Neighbourhood, Development, Property, Finance, and Warwickshire Legal Services)
 - Management of scheduled project meetings and ad hoc meetings as required.
 - Liaison between the construction projects and leisure centre operator
 - Monitoring of spend against budget and regular reporting with Finance

The retention of the Project Officer role will also allow a continued day to day link between Mace Ltd and the Council, enabling the Programme Manager to focus on Phase II. It is therefore considered essential to retain the post to work alongside the Programme Manager to the end of September 2018.

- 3.4 The Executive report in November 2015 which approved the appointment of the Programme Manager, also referred to Phase II of the Leisure Development Programme which will focus on leisure provision in Kenilworth. Work on Phase II has yet to commence, as all efforts have been focussed on Phase I, and this further extension of the Programme Manager contract will provide the professional input into the scoping, planning and feasibility of this work which is expected to start in late summer 2017. The work on Phase II will need to recognise the key findings that emerge from the update of the Indoor Facilities Strategy and Playing Pitch Strategy. Members approved the appointment of NAA to undertake this work which will commence in September 2017 with a refresh of the Sport England Facilities Planning Model (FPM) for the north of the district, which will have a specific relevance to Phase II of the Leisure Development Programme. An outline timeline for Phase II is detailed below.

Late summer 2017	Commence work on scoping Phase II based on results of FPM modelling of indoor provision in north of district.
Autumn 2017	Report to Members on outline proposals and seeking approval to appoint architect and professional services to get to RIBA 2 and approval to start initial public consultation.
May/June 2018	RIBA 2 plans and feasibility report to members for decision on whether they wish to progress the Project to RIBA 4.
End 2018	RIBA 4 and appoint a contractor to start works early 2019

- 3.5 As identified above, a further report will be brought to Members in early summer 2018 with recommendations for Phase II. This report will include any requirement for project management resources to progress Phase II to delivery.

4. **Policy Framework**

- 4.1 The FFF Programme is designed to help deliver the Sustainable Community Strategy (SCS) for Warwick District and to that end it contains a number of significant projects one of which is the Leisure Development Programme.
- 4.2 The FFF Programme has 3 strands and the successful delivery of the Leisure Development Programme being coordinated by the postholder referred to in this report makes a clear contribution to two of these strands:

Maintain or Improve Services – the Programme will see two leisure centres significantly extended and enhanced in Phase I, which will in turn lead to a better quality of service for customers. There is recognition that proposals for facility enhancement in Kenilworth will be brought forward as Phase II of the project.

Achieve and maintain a sustainable balanced budget – on completion of the Programme the Council will be better placed to address its financial revenue situation by making better use of its physical assets and reducing the level of subsidy for these discretionary services.

5. Budgetary Framework

- 5.1 The annual cost of the Programme Manager post is £56,000 and the Project Officer £41,700 (including on costs). It is intended that the extension to both posts is funded from:

Leisure Options Reserve (£28,000 for a further 6 months for the Programme Manager and £27,800 for a further 8 months for the Project Officer)

- 5.2 The 2017/18 Leisure Options Reserve currently has an unallocated balance of £407,000. If this recommendation is approved, the remaining uncommitted balance will reduce to £351,200.

6 RISKS

- 6.1 Should the contracts of these 2 posts not be extended as described, there is a risk that Phase I of the Programme would not be effectively completed and there would be no appropriate officer to manage the end of Phase I of the Programme.
- 6.2 There is a risk to the deliverability of Phase II of the Programme (Kenilworth) if there is no additional management resource to coordinate this work.

7 ALTERNATIVE OPTION(S) CONSIDERED

- 7.1 The Executive could chose not to extend the contracts or just extend one of the posts and consider alternative solutions to the management of any over-run of Phase I and the work required for Phase II.