
REPORT TO:	ETWALL JMC	AGENDA ITEM: 7.
DATE OF MEETING:	15 th OCTOBER 2007	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF COMMUNITY SERVICES	OPEN
MEMBERS' CONTACT POINT:	CHRIS MASON EXT. 5794	DOC:
SUBJECT:	NEW COMMUNITY FACILITIES, JOHN PORT SCHOOL – THE WAY FORWARD	REF:
WARD(S) AFFECTED:	ETWALL, HATTON, NORTH WEST & WILLINGTON	TERMS OF REFERENCE:CS08

1.0 Recommendations

- 1.1 That the current arrangements for the JMC and the operational management of the Centre be kept in place during the transition to the new facility.
- 1.2 That, in discussion with key stakeholders, the JMC agreement be modernised to reflect the likely different arrangements for managing the new facility.
- 1.3 That the list of tasks outlined in Annexe A for managing the transition from the existing facility to managing the new centre be noted by members of this Committee
- 1.4 That the items listed in clause 4.1 below, which formed part of a report that was considered by the JMC at their last meeting, be formally approved by the Committee.

2.0 Purpose of Report

- 2.1 To consider a number of issues that are essential to successfully manage the development and delivery of the new facilities at the John Port School site.

3.0 Executive Summary

- 3.1 At the last meeting of this Committee queries were raised about a proposal to provide additional resources to manage the work involved in establishing suitable management and operational regimes for the new facility. Further work has been undertaken to fully scope out the range of work required and this forms the main basis of this report.

4.0 Detail

Background

4.1 Contained within the report that was considered by Members at the meeting on 9th July 2007 were a number of policy issues. These included the following:

- the JMC would remain the reporting body for the development and management of the proposed new facility
- that the School would be the lead body in terms of managing the construction project.
- the importance of keeping the existing management and staffing team involved in managing the transition to a new facility was recognised.
- that in the short term, given the uncertainty regarding built facilities in the District it was accepted that any new arrangement for managing the new facility on the John Port site would be left in abeyance until these issues have been resolved.

While it was felt that at the meeting there was no real dissent over the above matters there was no formal resolution agreed. Members are now asked to re-affirm their acceptance of the above actions.

4.2 At the meeting It was also highlighted that while good progress was being made in getting the financial package together no progress had yet been made in considering a number of other management issues that were essential to the successful development and completion of the project.

4.3 A basic outline of the tasks required was considered by the JMC together with a number of options for delivering this work. It was clear from discussions on the report that further work was required to more fully scope out the range of tasks that needed to be undertaken and to explore further how this work would be delivered. This additional 'scoping' work has been undertaken and formed the basis of a subsequent meeting between representatives of the School and SDDC officers.

Scoping the Work

4.4 In undertaking this exercise four main areas of work were identified. These are:

- Revision of the existing JMC arrangement to establish formal arrangements for managing the new facility.
- Fully establish the revenue and capital implications of managing the new facility.
- Managing the transition from the existing to the new facility.
- Other operational issues

4.5 Some of these areas of work are interlinked and within each of the areas there are a range of other tasks. This is highlighted in the flow chart included at Annexe A. As part of the exercise for 'scoping' out the work an attempt was made to identify how the task would be undertaken and options for who could undertake the work. This work is summarised in Annexe B. An attempt has also been made to identify a timescale for the work but in many areas this is dependent on the timescales for the construction works and at this stage this still remains uncertain. Therefore further work needs to be undertaken on identifying the timescale for some of the tasks

identified

- 4.6 In terms of how the work is undertaken there was a general acceptance that utilising existing resources was the preferred option rather than utilising consultants. It is therefore intended that the Centre Manager will undertake the majority of the research required to deliver the identified actions with the support of the Leisure Services Manager. Again, at this stage, given the uncertainty about project commencement it is intended to progress things within the parameters of his existing duties. However, particularly as the project nears completion, we are likely to require a significantly more concerted amount of officer time that it would be unrealistic to expect could be provided from within current working arrangements.
- 4.7 The preferred and recommended option for doing this remains the temporary secondment of the Centre Manager from his existing duties and a probable maximum of three months would still be required. However, given the anticipated length of the construction project and the current uncertainty over a commencement date it is proposed to leave in abeyance any decision about secondment and its cost until a more relevant time.

5.0 Financial Implications

- 5.1 Non directly at this stage

6.0 Corporate Implications

- 6.1 Providing new leisure facilities in the north west of the District is a key task in the Council's Corporate Plan

7.0 Community Implications

- 7.1 Delivering this facility will have significant community benefits to both the facilities local and wider catchment areas.

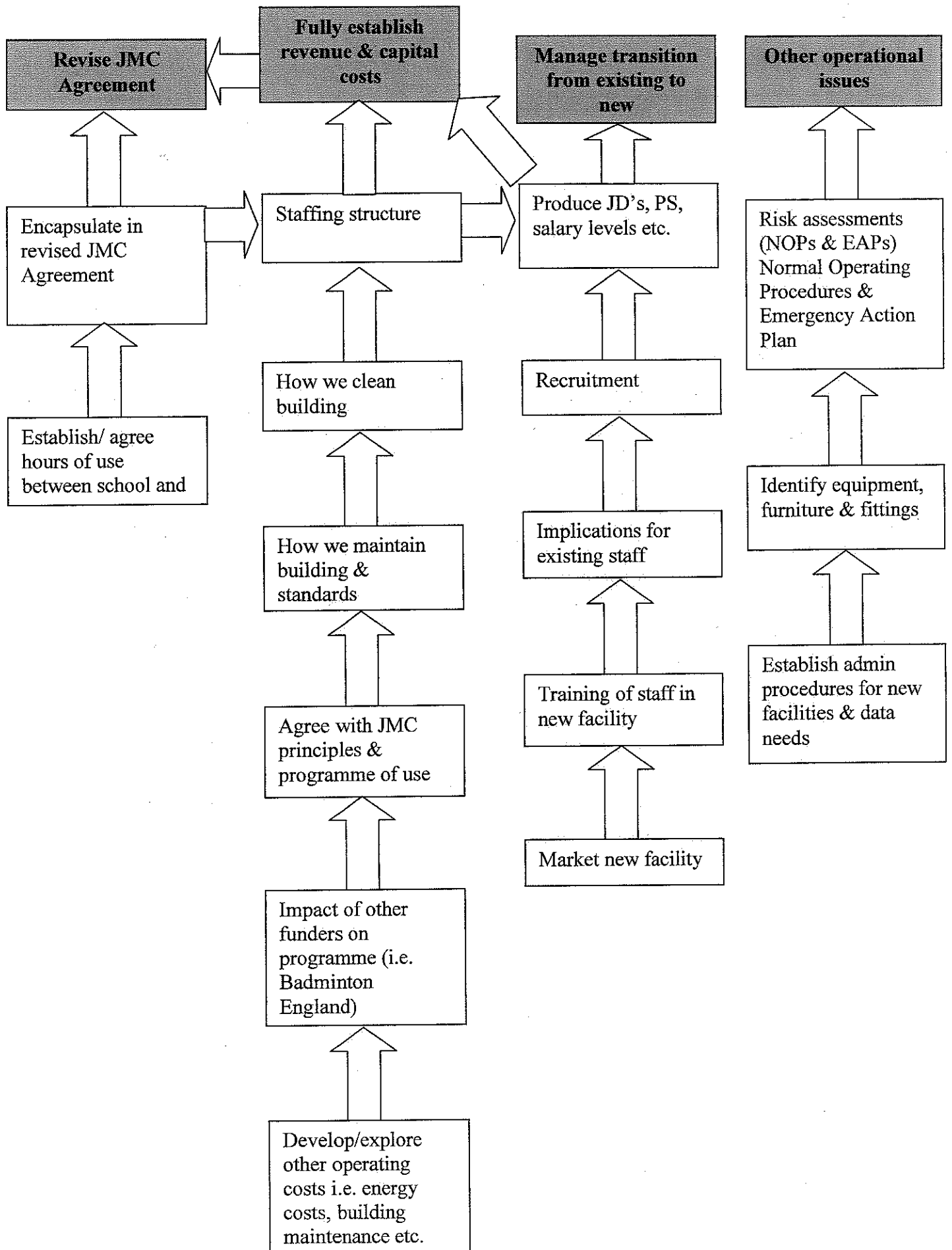
8.0 Conclusions

- 8.1 Good progress is being made in both putting together the package to fund the new facility and to procure the works. There is a need now to ensure that proper management arrangements are in place to keep pace with developments in the procurement of the facility.

9.0 Background Papers

- 9.1 None

ESSENTIAL REQUIREMENTS TO ESTABLISH NEW FACILITY



ANNEXE B

ETWALL LEISURE CENTRE – NEW PROVISION

JMC AGREEMENT

	TASK	METHOD / HOW	TIMESCALE	BY WHOM
1	Establish/agree hours of use between school and community	Discussion & agreement between JPS & SDDC	Oct 07	Senior Officers
2	Encapsulate in revised JMC Agreement	Legal Services	Draft early 2008	SDDC's legal services or buy in

REVENUE COSTS

	TASK	METHOD / HOW	TIMESCALE	BY WHOM
1	Staffing structure	Investigate best practice at other facilities. Produce options	Link timescale to building works	Centre Manager + support
2	How we clean building	Investigate best practice & discuss with school	Link timescale to building works	Centre Manager + support
3	How we maintain building & standards	As above	Link timescale to building works	Centre Manager + support
4	Agree with JMC principles & programme of use.	Present options. Discuss with JMC.	Link timescale to building works	CM & SW
5	Impact of other funders on programme (i.e. Badminton England)	Usage conditions placed if successful with BE bid.		
6	Develop/explore other operating costs i.e. energy costs, building maintenance etc.	Discussions between SDDC & School		ST, PK, SW

TRANSITION

	TASK	METHOD / HOW	TIMESCALE	BY WHOM
1	Manage transition from current operation to new	Appoint transition manager	Flexibility essential to meet the needs of project	Secondment
2	Produce JD's, PS, salary levels etc.	HR task	Linked to building completion date	SDDC or buy in HR expertise
3	Recruitment	HR task	As above	SDDC or buy in HR expertise

4	Implications for existing staff	HR task	As above	Buy in HR expertise
5	Training of staff in new facility	Centre Manager	As above	Centre Manager + support
6	Market new facility	Centre Manager	As above	Centre Manager + support

OPERATIONAL ISSUES

	TASK	METHOD / HOW	TIMESCALE	BY WHOM
1	Risk assessments (NOPs & EAPs) Normal Operating Procedures & Emergency Action Plan	Best practice & Review of current guidance		Transition Manager
2	Identify any additional equipment, furniture & fittings	Hope this will be addressed by architect in equipping new facility.		JPS, PE, SDDC
3	Establish admin procedures for new facilities & data needs	Best practice		Transition Manager