
REPORT TO:	ETWALL JOINT MANAGEMENT COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	22 ND JUNE 2009	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF COMMUNITY SERVICES	OPEN
MEMBERS' CONTACT POINT:	CHRIS MASON, 01283 595794, chris.mason@south-derbys.gov.uk	DOC:
SUBJECT:	FORMAL OPENING OF THE NEW LEISURE CENTRE	REF:
WARD(S) AFFECTED:	ETWALL, HATTON, NORTH WEST PARISHES, WILLINGTON & HILTON	TERMS OF REFERENCE: HCS08

1.0 Reason for Exempt

1.1 Not applicable

2.0 Recommendations

2.1 That Members note and approve the format for the formal opening of the new centre.

3.0 Purpose of Report

3.1 To apprise Members of the outline programme for the formal opening.

4.0 Detail

4.1 After discussions with the School the formal opening ceremony is planned for 17th July 2009.

4.2 An outline programme for the day is attached at Annexe A

4.3 To support the formal opening & to generate greater media interest, approaches have been made to the swimming & badminton governing bodies to see whether a number of their Olympic Athletes are available. At time of writing these arrangements have not been finalised but Members will be updated verbally at the meeting on this situation.

4.4 Finalising the guest list has been difficult because of the limits placed on numbers by the space available. The basis of the compilation of the list has been:

- Representatives nominated by the School
- Representatives nominated by SDDC
- Representatives of Funding Bodies
- Other supporters of the project.
- Contractor representatives

- 4.5 Because of the space availability & the desire to have activity on show in the main venues the numbers of invited guests have been restricted to 60. A draft list of the guests to be invited will be made available at the meeting.
- 4.6 There are clearly a large number of other groups & organisations, including local clubs whom, from a PR perspective, it would have been good to invite along. In recognition of this it is intended to organise a number of 'test' sessions before the site is open to the public and these organisations will be invited to these sessions at no cost. The first of these will be on the evening of the formal opening when the 'gold' ticket holders will be the first members of the public to use the new facility. At the same time there will an opportunity for members of the public to view the facility and local badminton clubs (prospective users of the facility) will be invited to use the sports hall.
- 4.7 There will also be other 'test' sessions leading up to full public opening continuing with a mini gala on the Saturday morning and then other free swimming sessions offered to the main clubs who will be using the facility. The 'test' sessions are essential to identify any snags that may arise both from a staff & equipment perspective and to test out emergency procedures including evacuation of the building in an emergency. The week after the formal opening will also be taken up with staff training in a variety of areas and making a start on decommissioning the existing building. At this stage it is intended to have full public opening of the facility on Saturday 25th July 2009.

5.0 Financial Implications

- 5.1 Discussions are taking place with the main contractor about funding the catering for the formal opening. Any other costs will be met from the transition budget agreed by this Committee for managing costs associated with moving from the old centre to the new.

6.0 Corporate Implications

- 6.1 Nothing immediate from the subject matter of this report.
- 6.2 Legal implications – Nothing immediate from this report
- 6.3 Employment Implications – Nothing immediate from this report
- 6.4 Communication Implications – The Council's Communication's Officer, in co-ordination with the Assistant Head Teacher, will be managing the publicity around the launch of the new centre

7.0 Community Implications

- 7.1 Nothing immediate from this report

8.0 Conclusions

- 8.1 There are limits on numbers that can be invited to the formal opening but the programme leading up to full public opening is intended to recognise everyone who has contributed towards the delivery of the new facility. It's also intended as an opportunity to promote the site to prospective clients and to create a positive image to funders who could be approached in the future to fund other projects on the site.

ANNEXE A

FORMAL OPENING – PROGRAMME OF EVENTS

17th July 2009

10:45 Arrival & Drinks invited guests

11:00 Formal welcome from Head Teacher

11:05 Short Speeches by Reps from SDDC & School

11:15 Formal opening ceremony

11:15 12:00 Media Interviews / Photos etc

11:15 Onwards Tour of Facilities for other invited guests

11:30 Onwards – Activities in Sports Hall, Swimming Pool & Health & Fitness Suite

12:00 Buffet lunch in Reception Area.

14:00 Tea / Coffee plus tour of facility for JPS staff & others who can't make formal opening

15:15 Complete introductory activities in Sports Hall, Pool & H&F Suite

18:00 – 20:00 Tour of Facilities to Members of the public

18:00 – 20:00 Use of Pool by 'Gold' ticket holders

18:00 – 20:00 Use of Sports Hall by local Badminton Clubs

Notes:

Responsibilities

Media links: SDDC's Communications Officer in co-ordination with Assistant Head

Celebrity Guest Invites: SDDC Youth & Sports Development Manager in co-ordination with Partnership Manager

Formal invite to other guests: Communications Officer to co-ordinate list & send out invites in the name of the JMC

Catering: School to provide. Assistant Head to approach main contractor regarding a contribution towards cost.

Tour of Facilities: Leisure Centre Management Team

Activities in Sports Hall, Swimming Pool, H & F Suite: Centre Manager in co-ordination with Head of PE, Youth & Sports Development Manager & Partnership Manager