



**DEMOCRATIC SERVICES**

|                |                 |              |                                   |
|----------------|-----------------|--------------|-----------------------------------|
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Dear Councillor

**EVREHAM SPORTS CENTRE MANAGEMENT COMMITTEE**

The Evreham Sports Centre Management Committee will be held as follows:

**DATE: TUESDAY, 27TH OCTOBER, 2009**  
**TIME: 5.30 PM**  
**VENUE: ROOM 6, CAPSWOOD, OXFORD ROAD, DENHAM**

Yours faithfully

J.A. BURNES

**Director of Resources**

**To: Members of the Evreham Sports Centre Management Committee**

Miss Arnold  
Mrs Holloway  
Mr Reed  
Ms Vigor-Hedderly

Mr Dhillon  
Mr Lidgate  
Mr Tilbey  
Mr Wilson

Mr Steve O'Reilly  
Mr Mark Young

General Manager Evreham Centre  
Contract Manager for SBDC - Chalfont Leisure Centre, Nicol Road,  
Chalfont St Peter, Gerrards Cross, Bucks, SL9 9LR

Ms Wendy Knott

Regional Centre Admin. South Bucks Continuing Education Service,  
Evreham Centre

Ms Beth French  
Mr J. Amatt

Executive Manager Strategic, Adult Learning, County Hall, BCC  
Nexus Community, Court Garden Leisure Complex, Marlow, Bucks.





## **Declarations of Interest**

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

## **A G E N D A**

### **1. Appointment of Chairman**

To appoint Chairman of the Management Committee for the ensuing year

(Note: alternates between SBDC & BCC - this year it is BCC 's turn)

### **2. Appointment of Vice-Chairman**

To appoint Vice-Chairman of the Management Committee for the ensuing year

### **3. Appointment of Executive Sub-Committee**

To appoint an Executive Sub-Committee for the ensuing year

(Note: The Constitution provides that the Executive Sub-Committee shall consist of four Members, being two persons representing the County Council and two representing the District Council and which shall include the Chairman and Vice-Chairman of the Management Committee)

### **4. Minute Secretary/Administrative Support**

To appoint South Bucks Democratic Services to provide administrative support for the Management Committee for the ensuing year.

### **5. Apologies for Absence**

### **6. Minutes**

To confirm the Minutes of the meeting held on 21 October 2008 (Pages 1 - 4)

### **7. Evreham Sports Centre Update Report**

To receive the report of Director of Services (Pages 5 - 12)

### **8. Evreham Management Report (Budget Estimates)**

To receive the report of Director of Services (Pages 13 - 18)

9. **Date of next Meeting**

To fix date and time of the yearly meeting of the Management Committee

Tuesday 26 October 2010 commencing at 5.30 p.m. in the Council Offices at Capswood

10. **Any Other Business**

To consider any matters which the Chairman agrees as urgent in accordance with Section 100B of the Local Government Act 1972

The next meeting of the Committee is due to take place on Tuesday, 26 October 2010

THE EVREHAM SPORTS CENTRE MANAGEMENT COMMITTEE

Meeting - 21 October 2008

Held at the SBDC Offices, Capswood, Denham

Present:

Members

Officers

South Bucks District Council (SBDC)

Mrs Holloway  
Mr Wilson

Lynn Trigwell  
Keith Simkin  
Emma Talbot  
Marjorie Weaver

Buckinghamshire County Council (BCC)

Mr Lidgate  
Mr Oxley  
Mr Roberts  
Mr Smith

Beth French

Contract Manager for SBDC

Mark Young

General Manager - Evreham Sports Centre

Steve O'Reilly

Apologies for absence: - Miss Arnold and Mr Tilbey (SBDC)

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED** that Mr Wilson be appointed Chairman of the Management Committee for the ensuing year.

2. **APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED** that be appointed Mr Oxley Vice-Chairman of the Management Committee for the ensuing year.

3. **EXECUTIVE SUB-COMMITTEE**

**RESOLVED** that the Executive Sub-Committee for the ensuing year comprises the Chairman and Vice-Chairman of the Management Committee together with Mr Tilbey and Mr Lidgate.

4. **ADMINISTRATIVE SUPPORT**

**RESOLVED** that the Democratic & Member Services Manager SBDC or his representative be appointed to provide administrative support for the Management Committee for the ensuing year.

5. **MINUTES**

The minutes of the meeting held on 22 October 2007 were confirmed and signed by the Chairman.

6. **EVREHAM SPORTS CENTRE MANAGER'S REPORT**

The Management Committee considered a report of the Director of Services on the Evreham Sports Centre's general performance for the period 1<sup>st</sup> April to 31<sup>st</sup> August 2008 which was presented by Steve O'Reilly, the General Manager.

Evreham Sports Centre was a jointly funded facility between South Bucks District Council and Buckinghamshire County Council. The day to day operation of Evreham Sports Centre was taken over on April 1<sup>st</sup> 2007 by Wycombe Leisure Limited on behalf of South Bucks District Council and Bucks County Council. From 1<sup>st</sup> January, 2008, Wycombe Leisure Limited had operated the Centre under the trading name Nexus Community.

Overall income at Evreham Sports Centre was currently on target. Evreham Sports Centre was working to meet quarterly key performance indicators as set out in the leisure management contract. Centre staff were working to increase the number of visits required from older people and on activities targeted at each of the hard to reach groups listed in the KPIs. The target had been amended in consultation with Nexus Community, and Evreham Sports Centre staff were now required to increase the number of users holding leisure cards by 25% from the base of 400. The centre was required to achieve a score of 65% under the conditions of the leisure management contract.

The Centre was in the process of finalising their application to Quest, which was the awarding body for the industry's quality accreditation scheme for sports centres and leisure facilities. Quest was supported and funded by Sport England and central government. Self-assessments were being completed at present and work on an action plan to improve procedures and records were nearing completion. The inspection was expected to take place in December and the centre was aiming for a score of at least 70%. The centre was required to achieve a score of 65% under the conditions of the leisure management contract.

Courses and sessions at the centre continue to perform well with traditional activities such as badminton, trampolining and football being offered, and newer activities such as cheerleading joining the programme. The centre planned to cement the success of the current courses before introducing new activities to expand the programme. The centre was looking to augment the company marketing programme with local initiatives to ensure that the target market was being reached and offered a clear message about the Evreham Sports Centre playscheme.

The Active for Health programme at the centre was continuing with Tai Chi as the central hub of the programme. There were currently 457 leisure card holders at the centre, including fitness suite members, who automatically receive a leisure card. Site meetings continue to be held with representatives of Evreham Sports Centre, Youth Club and Adult Learning, South Bucks District Council and Thames Valley Police attending. As the Iver Carnival was cancelled due to the inclement weather Staff from the Centre used the day to visit Iver Heath and Iver Village with 'Wallygator' and encourage residents to visit the centre to take part in the free activities and gym tours.

The day to day operation of the Centre was the financial responsibility of Nexus Community and day to day operational risks were no longer borne by South Bucks District Council and Bucks County Council.

Under the leisure management contract, South Bucks District Council and Bucks County Council are responsible for maintenance of the structural issues, car parks, and other building repairs.

Evreham Sports Centre has progressed well since the transfer of management to Wycombe Leisure Limited.

Evreham Sports Centre has progressed well since the transfer of management to Wycombe Leisure Limited trading as Nexus Community. The centre's management and its customers were excited about the resurfacing of the 'All Weather Area' with the official opening on Saturday 15 November to which all Members of the PAG would be invited, and looked forward to developing the use of this new, improved facility, as well as the introduction of the new activity programme for children in the school holidays. The refurbished fitness suite was proving to be a valuable asset and there was a wide range of activities available. The centre was working to become a key part of the community and was involving itself in a number of community events held both on and off the site.

The Committee sought clarification and asked a number of questions about detailed aspects covering: - Quest; new all weather surface, play schemes, cost / discounts, promotional ideas and loyalty card.

**RESOLVED** that the Centre Manager's report be noted

**8. EVREHAM SPORTS CENTRE CLIENT MONITORING REPORT**

The Management Committee considered a report of the Director of Services on the Evreham Sports Centre's Client Monitoring.

Nexus Community manages the leisure management contract on behalf of the District Council and Buckinghamshire County Council. The monitoring is carried out by the Leisure Client Officer and Assistant Leisure and Grants Officer and which enables the Council to assess the performance of the centre.

Two types of inspections are carried out each month to ensure that the standards of service and operations are maintained to the high standard set by the Client Officers. A visual ad-hoc inspection is carried out once or twice a month, which is designed to highlight any issues which may be visible to the customer or cause an operational problem and a systems inspection is carried out once a month which covers policies and procedures, allowing Officers to assess compliance with the contract and adherence to legislative requirements, as well as Nexus Community's own policy documents.

For the current year, eight client inspections have been carried out at Evreham Sports Centre, for an average percentage score of 91.81%. Six systems inspections have been carried out as at 1 October 2008. Client/Contractor meetings are also held on a regular basis and provide an additional forum for the Council's Client Officers to raise and discuss issues with the Centre and Contract Managers for the site. The risks associated with not undertaking the Client Monitoring range from poor customer satisfaction to the risk of injury to persons.

Evreham Sports Centre has maintained the high standards set by the Client Monitoring Team and performed well in both ad-hoc and systems inspections. The Client Monitoring Team will continue to undertake inspections and monitor the operation of the Centre to ensure that these standards continue to be met. It was also the intention to seek ISO 9001 registration for the Client Monitoring System.

The Committee sought clarification and asked a number of questions about detailed aspects covering: - timescales of ISO 9001, Health & Safety, RIDDOR - working jointly with CDC, Customer Satisfaction Survey - next one January and a suggestion box.

**RESOLVED** that the Centre's Client Monitoring report be noted

**7. EVREHAM SPORTS CENTRE - BUDGET ESTIMATES**

The Committee considered a report from the Director of Services seeking approval for the revised budget for 2008/09, the forecast budget estimates for 2009/10 for recommendation to each contributing authority.

Evreham Sports Centre is jointly funded between South Bucks District Council and Buckinghamshire County Council. Prior to the implementation of the leisure management contract with Wycombe Leisure Limited, the Centre was run as an in-house service by South Bucks District Council.

The in-house service operated at a high degree of financial risk to both Councils who were responsible for all costs of the service.

It was anticipated that the revised budget net running costs to operate the Evreham Sport Centre would be £116,644 which represented a decrease of £106 on the original budget of £116,750.

As previously reported, the annual contract sum payable to Wycombe Leisure Limited would decrease year on year in accordance with the Leisure Management Contract without impinging on the quality of service provided. In accordance with the Leisure Management Contract it was likely that Wycombe Leisure Limited would increase the existing facility fees and charges from the 1 April

2009 in line with the Retail Price Index (RPI). The estimated budget for 2008/09 and the forecast budget for 2009/10 as shown in the report were noted.

Due to the leisure management contract now in place, the risk of the Centre failing to perform financially lies with Wycombe Leisure Limited. The rolling programme was designed to address areas of need before serious maintenance issues arise. The current contribution of £22,000 per annum may have to increase in future years to ensure sufficient monies are available to meet rising costs.

The Committee sought clarification and asked a number of questions about detailed aspects of the estimates covering: - fees / charges - now set by NEXUS, advertising, Repair & Replacement Fund and the ten-year plan - would be looked at early next year, correlation of costs / number of visits to the centre to SBDC/BCC - a graph and figures would be provided but was on target for the number of visits and may become a PI for next year.

**RESOLVED** that the following be approved for submission to the contributing authorities

- (i) The revised budget estimates for 2008/09;
- (ii) The forecast budget estimates for 2009/10 of £58,140 to each authority be recommended by Members to their respective Policy Advisory Groups for approval.

**8. NEXT MEETING**

**RESOLVED** that the next meeting of the Management Committee be held on Tuesday 27 October 2009 at 5.30 p.m. in the SBDC Offices, Capswood, Denham.

**9. TERMINATION OF MEETING**

The meeting, having commenced at 5.30 p.m., terminated at 6.48 p.m.



|            |                                     |
|------------|-------------------------------------|
| SUBJECT:   | EVREHAM SPORTS CENTRE UPDATE REPORT |
| REPORT OF: | DIRECTOR OF SERVICES                |

## 1 Purpose of Report

- 1.1 To inform the Committee of the Evreham Sports Centre's performance for the period 1<sup>st</sup> April 2009 to 31<sup>st</sup> August 2009.

## 2. Resource and wider policy implications

- 2.1 This report links in to the following strategies:

### Community Plan

Falling crime and fear  
Improving health and well-being  
A sustainable and thriving community  
Public services flexible and meeting the diverse needs of our community

### Local Performance Plan

Thriving and sustainable South Bucks  
Safer and stronger communities

### Service Plan

Improving sports facilities  
Improving customer service  
Improving sporting opportunities for local residents

- 2.2 Several national indicators are either directly targeted or otherwise assisted through the activities of the Evreham Sports Centre, including:
- |       |  |
|-------|--|
| NI56  | Obesity among primary school children    |
| NI8   | Adult participation in sport             |
| NI121 | Mortality rate from circulatory diseases |

## 3. Background

- 3.1 Evreham Sports Centre is a jointly funded facility between South Bucks District Council and Buckinghamshire County Council. It provides the opportunity for those who live and work in South Bucks to pursue and maintain a healthy lifestyle by offering a wide range of leisure activities and courses.
- 3.2 The day to day operation of Evreham Sports Centre was taken over on April 1<sup>st</sup> 2007 by Wycombe Leisure Limited on behalf of South Bucks District Council and Bucks County Council. From 1<sup>st</sup> January, 2008, Wycombe Leisure Limited has operated the Centre under the trading name Nexus Community.

#### 4. Discussion

##### Update Report

4.1 Once again financial targets are being met at Evreham Sports Centre. Given the current economic conditions income targets remain challenging, with January being the only month in which target income was exceeded. However careful control of expenditure has ensured that the net running cost remains on budget. The best performing areas of the centre have been the sports hall, all weather area and leisure card sales, all of which have exceeded budgeted income and shown an increase on previous sales figures. As anticipated, fitness membership income has fallen below the expected level, but there has been an increase in casual use which is believed to be an effect of the recession.

4.1 Evreham Sports Centre is working to meet quarterly key performance indicators as set out in the leisure management contract. The targets are as follows:

| KPI  | Target | 1st Qtr | Comments   |
|--|--------|---------|--|
| Total attendance   | 11,100 | 11,901  | Annual target is 41,300 - maintenance of 2008/9 level      |
| Number of activities specifically targeted at girls aged 14 - 18 years | 1      | 1       | Annual target is 3 - one per term                          |
| Attendances by older people  | 10%    | 8.7%    |  |
| Number of casual visits by persons with a disability per month         | 110    | 121     | Annual target is 459 - 2% increase on 2008/9 levels        |
| Number of activities specifically targeted at hard to reach groups     | 0      | 0       | Annual target is 3 - one per term                          |
| Number of users holding leisure cards                                  | 500    | 526     | Annual target is 550 - 10% increase on 2008/9 level of 490 |

Targets for attendance, younger people, disability visits and leisure card holders were met in the first quarter. Centre staff are working to increase the number of visits required from older people and on activities targeted at each of the hard to reach groups listed in the KPIs.

4.2 There have been several staffing changes since the last report. Steve O'Reilly is currently working at Chesham Leisure Centre covering maternity leave as well as continuing in the General Manager role at Evreham Sports Centre. Nexus Supervisor David Ryan has moved to a position in Chalfont Leisure Centre and Michael Nestorovic, a long standing employee at Evreham Sports Centre, has accepted a position outside the company. Both positions have been filled, with new Supervisors Matt Year and Laura Sweetman are in place.

4.3 Children's courses and session are thriving, with the most recent addition to the programme, junior gymnastics, at full capacity. This course is run in partnership with the Chiltern Gymnastics Club, which is based at Evreham Sports Centre and offers gymnastics for a younger age group. These children are then fed into the mainstream club when they reach a suitable age and standard. Regular courses also continue with badminton, trampolining and football courses among the more popular activities. Adult course include Pilates, Tai Chi and trampolining. HOPE sessions

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(Helping Older People Energise) have replaced traditional 50+ activities and it is hoped that the new structure will result in increased use.

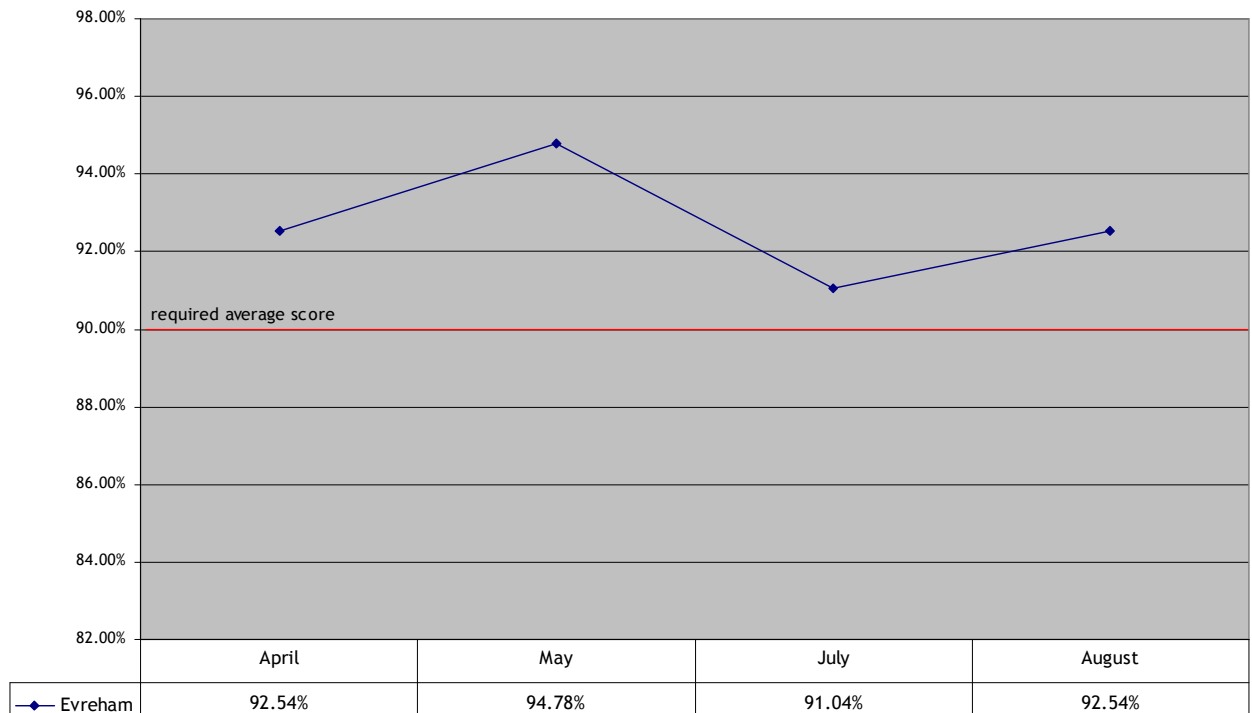
- 4.4 Following a disappointing summer holiday programme in 2008, a new format was trialled during the October 2008 and February 2009 half terms called 'Activity Zone'. This format breaks the day into five separate sessions which can be booked individually together and provides greater flexibility and more affordable options for parents. The scheme does not operate as an Ofsted scheme, however level of qualifications and child ratios are maintained as would be expected from an Ofsted scheme. The trial scheme proved successful and permission has been given for the programme to continue. Improved marketing and the greater flexibility has resulted in a very successful summer holiday programme with 602 places attended compared to last year's 232. The average occupancy over the summer was 83%, and resulted in a profit of £3,818 compared to 2008 summer profit of only £20. The Activity Zone format will continue and bookings are already being taken for the October half term.
- 4.5 A new addition has been made to the Active for Health programme. An Exercise Referral class is held on a Friday morning and allows the Active for Health programme to build on the success of Tai Chi. Numbers are low at present, but new customers are being 'screened' and it is hoped that numbers will increase in the coming months. Evreham continues to work with the District Council to run the MEND programme providing healthy living guidance for overweight and obese 7 to 13 year olds and their families.
- 4.6 The leisure card, which provides discounted access to the Centre's facilities, has proven very successful with the yearly KPI achieved in the first quarter. The KPI target has consequently been adjusted to reflect the success of the scheme. There are currently 632 leisure card holders at the centre, including fitness suite members, who automatically receive a leisure card. The leisure card has been particularly popular with children booking onto the playscheme this summer. A new Community Leisure Card was launched in September which offers increased access to the centre for hard to reach groups and will be provided free of charge to eligible users as an incentive to increase activity levels.
- 4.7 Close working relationships between site partners continue. The Centre has been relatively free of incidents, with a reduction in anti-social behaviour and car break-ins.
- 4.8 Evreham Sports Centre has held a number of events during 2009. A Spring Promotion was held on the All Weather Area at the Centre on Saturday 25<sup>th</sup> April. The day was very successful with 25 children attending the free coaching session with Wycombe Wanderers Football Club. The children also took part in the penalty shootout and speed shot competition, followed by short game with special guests Wallygator and Bodger (see Appendix One). In the afternoon an adult five a side tournament was held, which is to become an annual event. Members of the Tai Chi class celebrated World Tai Chi Day with a free session and morning tea on the same day.
- 4.9 Evreham Sports Centre took part in the South Bucks Taster Weekend, which was part of the London 2012 Open Weekend celebrations coordinated by the Council. The Centre used the event to promote its junior gymnastics club and succeeded in attracting new users to the centre. The Centre also participated in the Bucks Sport Reactivate Week, designed to increase physical activity in adults. This promotion was also successful in raising the profile of the centre and its activities to local residents.

- 4.10 The Iver Carnival was hosted by Evreham Sports Centre and the Continuing Education Centre on Saturday 12<sup>th</sup> September. The centre was open to the public and had a variety of offers and activities available. Staff deployed the ‘Nexussaurus’ mascot around the sports field handing out leaflets to the public.
- 4.11 The cost to South Bucks District Council and Bucks County Council to run the service at the sports centre is detailed in the budget report; however the cost to each authority per visit in 2008/9 was £1.42.

Client Monitoring

- 4.12 Two inspections are carried out each month at Evreham Sports Centre. One of these is an ad-hoc visual inspection, which is designed to highlight any issues which may be visible to a customer or cause an operational problem. These inspections cover all areas of the site, including areas accessible by the public, store cupboards and external areas. Each location is checked for defects in up to seven areas, where applicable, and the Centre is given a percentage score based upon the number of areas with a defect. It is expected that the Centre will achieve an average of 90% or higher throughout the year. A copy of the inspection form is included in Appendix Two.
- 4.13 To date, four ad-hoc inspections have been carried out. The Centre has achieved an average score of 92.72%. The results of individual inspections are shown in the graph below.

Sports Centres Inspection Monitoring Record  
2009-10



- 4.14 The second inspection covers policies and procedures, and allows Officers to assess compliance with the contract and adherence to legislative requirements, as well as

Nexus Community’s own policy documents. A copy of the timetable is shown in Appendix Three. To date, the monthly inspections have been positive, with any issues raised dealt with by Centre staff.

4.15 Client-contractor meetings are also held every two months which provide an additional opportunity for the Council’s Client Officers to discuss any issues with the Centre’s Contract and General Managers.

**5. Resource, Risks and Other Implications**

5.1 The day to day operation of the Centre is the financial responsibility of Nexus Community and day to day operational risks are no longer borne by South Bucks District Council and Bucks County Council.

5.2 Under the leisure management contract, South Bucks District Council and Bucks County Council are responsible for maintenance of the structural issues, car parks, and other building repairs. These responsibilities and costs have been taken into account and are outlined in the budget estimates report.

5.3 The Client Monitoring is undertaken using existing Officer time and budgets and there are no additional financial implications. The risks associated with not undertaking the Client Monitoring range from poor customer satisfaction to the risk of injury to persons.

**6. Summary**

6.1 Evreham Sports Centre has been able to perform well during the troubling financial climate, maintaining a high quality of service and range of activities for customers. Of particular importance has been the refurbished all weather area, which has proved very popular with customers, and the leisure card which allows members to receive discounts on bookings. The centre plans to continue its work to engage with Iver residents and groups to ensure that the centre remains a focal point for the community.

**7 Recommendations**

7.1 This report is for information only and Members are asked to note its contents.

|                           |   |                     |
|---------------------------|---|---------------------|
| <b>Officer Contact:</b>   | <b>Emma Talbot<br/>Assistant Leisure and Grants Officer</b> | <b>01895 837306</b> |
| <b>Background Papers:</b> |   |                     |

APPENDIX ONE: SPRING PROMOTION



Wallygator helps celebrate World Tai Chi Day at Evreham Sports Centre on 25 April 2009.

Twenty three children attended free coaching with Wycombe Wanderers.



Bodger and Wallygator with the Penalty Shootout and Speed Shot competition winners.

APPENDIX TWO: AD-HOC INSPECTION

CLIENT MONITORING

| EVREHAM SPORTS CENTRE                       |  | Total Areas Assessed | Cleanliness       | Health & Safety/Security | Supervision/Staffing | Lighting | Maintenance | Condition of Equipment | Temperature | Comments/Action Required | Rectification Date |  |
|---|--|----------------------|-------------------|--------------------------|----------------------|----------|-------------|------------------------|-------------|--------------------------|--------------------|--|
| CLIENT OFFICER:                             |  |                      |                   |                          |                      |          |             |                        |             |                          |                    |  |
| INSPECTION DATE:                            |  |                      |                   |                          |                      |          |             |                        |             |                          |                    |  |
| TIME:                                       |  |                      |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Car Park & Grass surrounds                  |  | 4                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Football Pitches                            |  | 4                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Flower Beds & Pathways                      |  | 3                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| All Weather Area (inc. surface & surrounds) |  | 5                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| External Car Park Lighting & Signage        |  | 4                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| External Fire Exits                         |  | 3                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Litter Bins                                 |  | 2                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Reception Area (inc notice boards)          |  | 7                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Administration Offices & Reception desk     |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Kitchen                                     |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Lounge                                      |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| First Aid Room                              |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Corridors                                   |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Sunbed Room                                 |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Disabled Toilet & Changing Room             |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Ladies Changing Room                        |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Mens Changing Room                          |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Ladies Changing Room (outdoor)              |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Mens Changing Room (outdoor)                |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Cleaning Cupboard                           |  | 4                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Electricity Cupboard                        |  | 4                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Boiler Room                                 |  | 5                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Store cupboards                             |  | 5                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Dance Studio                                |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Fitness testing Room                        |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Fitness Suite                               |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| Sports Hall (inc store cupboards)           |  | 6                    |                   |                          |                      |          |             |                        |             |                          |                    |  |
| <b>SUB TOTAL</b>                            |  | <b>0</b>             | <b>0</b>          | <b>0</b>                 | <b>0</b>             | <b>0</b> | <b>0</b>    | <b>0</b>               | <b>0</b>    | <b>SCORE:</b>            | <b>100.00%</b>     |  |
| <b>TOTAL DEFECTS</b>                        |  | <b>0</b>             | <b>OUT OF 140</b> |                          |                      |          | <b>0</b>    | <b>0</b>               | <b>0</b>    | <b>0</b>                 |                    |  |

APPENDIX THREE: SYSTEMS INSPECTION TIMETABLE

|                              | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Accident/RIDDOR Records      | ■   |     |     | ■   |     |     | ■   |     |     | ■   |     |     |
| Alarms                       |     | ■   |     |     |     |     |     | ■   |     |     |     |     |
| Bookings and Membership      |     |     |     |     |     | ■   |     |     |     |     |     | ■   |
| Child Protection             | ■   |     |     |     | ■   |     |     |     | ■   |     |     |     |
| Coach and Instructor Records |     |     | ■   |     |     |     |     |     | ■   |     |     |     |
| Cleaning                     |     | ■   |     |     |     | ■   |     |     |     | ■   |     |     |
| COSHH                        |     |     |     |     | ■   |     |     |     |     |     | ■   |     |
| Customer Care and Feedback   | ■   |     |     | ■   |     |     | ■   |     |     | ■   |     |     |
| EAPs and NOPS                |     |     |     |     | ■   |     |     |     |     |     | ■   |     |
| Environmental Policies       |     |     |     |     |     |     |     | ■   |     |     |     |     |
| Equipment Inventory          |     |     | ■   |     |     |     |     |     | ■   |     |     |     |
| Fire Safety                  |     |     |     |     |     | ■   |     |     |     |     |     | ■   |
| First Aid                    |     |     |     | ■   |     |     |     |     |     | ■   |     |     |
| Health and Safety            |     |     |     |     | ■   |     |     |     |     |     | ■   |     |
| Licensed Bar and Vending     |     |     |     |     |     | ■   |     |     |     |     |     | ■   |
| Licenses                     |     |     |     |     |     |     |     |     |     |     |     | ■   |
| Lost Property                |     | ■   |     |     |     |     |     |     |     |     |     |     |
| M&E and PPM                  |     | ■   |     |     |     | ■   |     |     |     | ■   |     |     |
| Marketing                    |     |     | ■   |     |     |     |     |     | ■   |     |     |     |
| Mystery Visit                |     |     | ■   |     |     |     |     |     | ■   |     |     |     |
| Presentation                 | ■   | ■   | ■   | ■   | ■   | ■   | ■   | ■   | ■   | ■   | ■   | ■   |
| Risk Assessments             |     |     |     |     | ■   |     |     |     |     |     | ■   |     |
| Servicing and Maintenance    |     |     | ■   |     |     |     | ■   |     |     |     | ■   |     |
| Staffing                     |     | ■   |     |     |     |     |     | ■   |     |     |     |     |
| Targets and Programming      | ■   |     |     | ■   |     |     | ■   |     |     | ■   |     |     |
| Telephone Enquiry            | ■   |     |     |     | ■   |     |     |     |     | ■   |     |     |
| Training and Development     |     | ■   |     |     |     |     |     | ■   |     |     |     |     |

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|                   |   |
|-------------------|---|
| <b>SUBJECT:</b>   | <b>EVREHAM SPORTS CENTRE - BUDGET ESTIMATES</b> |
| <b>REPORT OF:</b> | <b>DIRECTOR OF SERVICES</b>                     |

## 1 Purpose of Report

1.1 To seek Members approval of the following:

- Evreham Sport Centre revised budget estimates for 2009/2010
- Evreham Sports Centre forecast budget estimates for 2010/2011

## 2. Resource and wider policy implications

2.1 This report links in to the following strategies:

### Community Plan

Falling crime and fear

Improving health and well-being

A sustainable and thriving community

Public services flexible and meeting the diverse needs of our community

### Local Performance Plan

Thriving and sustainable South Bucks

Safer and stronger communities

### Service Plan

Improving sports facilities

Improving customer service

Improving sporting opportunities for local residents

2.2 Several national indicators are either directly targeted or otherwise assisted through the activities of Farnham Park Golf Course, including:

NI8 - Adult participation in sport & exercise

NI121 - Mortality rate from circulatory diseases

## 3. Background

3.1 Evreham Sports Centre is jointly funded between South Bucks District Council and Buckinghamshire County Council. Prior to the implementation of the leisure management contract with Wycombe Leisure Limited (trading as Nexus Community) the Centre was run as an in-house service by South Bucks District Council.

3.2 The in-house service operated at a high degree of financial risk to both Councils who were responsible for all costs of the service. The decision was taken in November 2005 to tender a contract for the management of the centre to ascertain if a high quality of service could be achieved at lower cost and lower financial risk to the two Councils.

3.3 Evreham Sports Centre was awarded Quest Accreditation earlier this year. Quest is the industry quality standard for leisure centre management within the United

Kingdom. The award reflects the high commitment to customer care and standards of service offered at the sports centre.

#### 4. Discussion

- 4.1 It is anticipated that the 2009/10 revised budget net running costs to operate the Evreham Sport Centre will be £111,255 which represents a saving of £4,965 on the 2009/10 original budget running cost of £116,220 which was already a £672 decrease on the 2008/09 actual running cost. The forecast budget for 2010/11 is £106,390 a £10,502 decrease on the 2008/09 Actual Budget and £9,830 decrease on the 2009/10 original budget. These decreases are a result of the annual contract sum payable to Wycombe Leisure Limited reducing year on year in accordance with the Leisure Management Contract.
- 4.2 The Leisure Management Contract permits Wycombe Leisure Limited to adjust their fees and charges in line with an increase in the retail price index (base month is January). Any increase would come into effect from the 1<sup>st</sup> April 2010.

#### 5. Resources, Risks and Other Implications

- 5.1 The revised budget for 2009/10 and the forecast budget for 2010/11 are shown in the table below:

|                                    | 2008-2009<br>Actual | 2009-2010<br>Original<br>Budget | 2009-2010<br>Revised<br>Budget | 2010-2011<br>Forecast<br>Budget |
|------------------------------------|---------------------|---------------------------------|--------------------------------|---------------------------------|
| General Maintenance Repairs        | 6748                | 6500                            | 6500                           | 6500                            |
| Insurances                         | 2745                | 2750                            | 2416                           | 2440                            |
| Business Rates - 20% Contribution  | 2125                | 2230                            | 2231                           | 2260                            |
| Repair & Replacement Fund          | 22000               | 22000                           | 22000                          | 22000                           |
| Contract Sum - Wycombe Leisure Ltd | 83274               | 82740                           | 78108                          | 73190                           |
| <b>Running Cost</b>                | <b>116892</b>       | <b>116220</b>                   | <b>111255</b>                  | <b>106390</b>                   |
| <b>Funded By:</b>                  |                     |                                 |                                |                                 |
| South Bucks District Council       | 58446               | 58110                           | 55627                          | 53195                           |
| Bucks County Council               | 58446               | 58110                           | 55627                          | 53195                           |

- 5.2 The risk of the Centre failing to perform financially rests with the contractor. A performance bond can be called upon in the event that the Contractor is no longer able to perform the service.
- 5.3 South Bucks District Council and Buckinghamshire County Council share a contractual responsibility for major repairs and replacement to the fabric of the sports centre. To meet this obligation a rolling programme of repair and replacement is in place to address areas of need before serious issues arise. Currently £22,000 per annum is put aside to fund the programme (see above table). It may be necessary for this sum to be increased from 1<sup>st</sup> April 2011 (please see appendix One) and further increases may be necessary in 2013/14 and 2016/17 to cover replacement of the all weather surface and sports hall roof in later years.

#### 6. Recommendation

- 6.1 That the 2010/11 forecast budget of £53,195 to each authority is recommended by Members to their respective Council (Policy Advisory Group) meetings for approval.

|                           |   |                              |
|---------------------------|---|------------------------------|
| <b>Officer Contact:</b>   | Lynn Trigwell - Head of Community<br>Keith Simkin - Leisure Officer | 01895 837215<br>01895 837356 |
| <b>Background Papers:</b> | Appendix One  |                              |

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