

## **CASTLEREAGH BOROUGH COUNCIL**

Minutes of the proceedings of the Leisure Park Board held, in committee, in the Board Room at Dundonald International Ice Bowl on Monday 17 November 2008 at 6.00 p.m.

**PRESENT:** J Bunting (in the Chair from 6.50 p.m.)  
M Henderson (in the Chair until 6.50 p.m.)

**COUNCILLORS:** Mrs A M Beattie  
J Beattie  
B Harvey  
J Spratt

**IN ATTENDANCE:** Acting Director of Leisure Services, General Manager Leisure & Marketing, Business Manager, Technical Manager (until 6.55 p.m.) and Assistant Members' Services Officer.

**APOLOGIES:** Apologies were received from Alderman White and Councillors Long, Robinson and Ms Bunting who would be late on arrival to the meeting.

### **LPB/2008/210: MINUTES OF LEISURE PARK BOARD MEETING**

**RESOLVED:** - the Minutes of the Leisure Park Board meeting held on 20 October 2008 be accepted as a true and accurate record, subject to minute no LPB/2008/193 being amended to read

- (b) to approve the outlined promotion from Sunday – Thursday (during the day and evening), offering one ice skating session and one bowling session for £7.00.

### **REPORT FROM THE ACTING DIRECTOR OF LEISURE SERVICES**

#### **LPB/2008/211: TRADING ACCOUNTS**

The Business Manager took Members through the detail of the trading accounts to the end of period 7. She reported that the figures for the month of October were showing a trading surplus, this had been realised by an overachievement in income and a slight underspend in expenditure, therefore the facility remains ahead of the year to date profiled net position. Members welcomed the improvement in the trading figures.

She added that income was currently 4.2% behind the profiled year to date budget and if this trend continued along with the current overspends in relation to energy costs the facility could come in substantially over budget.

Noted.

## **REPORT FROM THE TECHNICAL MANAGER**

### **LPB/2008/212: PLANT ENGINEER TRAINING (BOWLING MACHINES)**

The Technical Manager advised that recruitment to fill a Plant Engineer vacancy had just been completed. He continued that Officers had been considering the training requirements for the new Plant Engineer, and whilst doing so had also given consideration to the training records of the existing Plant Staff. The Officer stated that it had become evident that there was a deficiency in the level of technical training that the staff had in relation to the bowling machines, and he drew Members' attention to a summary of the training received in this particular area.

The Officer advised that the maintenance and repair of the bowling machines was one of the core duties of Plant Staff. Due to the number of recently appointed staff with no formal training and the length of time since longer serving staff received training it was felt that training would be beneficial.

He advised that he had sought a quotation from AMF to provide a weeklong training course on site at DIIB – tailored to the specific needs of DIIB Plant Staff. The cost of this course is £2200.00 (inclusive). AMF would be the preferred trainer although other quotations were being sought. The Officer sought Members approval to proceed with organising training on the basis of the lowest quotation received.

Members raised various queries regarding the need for and cost of training.

At this stage in proceedings Councillor Bunting entered the meeting.

Officers clarified a number of points and following detailed discussion it was

**RESOLVED:** - Members of the Board requested that Officers prepare a detailed business case to demonstrate the need for training beyond recruitment level. This should include a full breakdown of all associated costs, including staff overtime to attend such training.

## **OPERATIONAL ISSUES**

### **LPB/2008/213: REQUEST FROM LOCAL BUSINESS REGARDING SIGNAGE**

The Acting Director of Leisure advised that management had been approached by a local business seeking permission to erect signage to the front of the Leisure Park site, in an attempt to advise visitors to the area of their restaurant business.

Members discussed the specific request but felt it light of the fact that the Ice Bowl also offered catering it would not be appropriate to permit another business to advertise on Council land.

RESOLVED: - Officers to advise the business requesting permission to erect their advertising signage to the front of the Leisure Park that Members of the Board felt it would not be appropriate given that DIIB also offered catering onsite.

### **LPB/2008/214: LEISURE RISK REGISTER**

The Acting Director of Leisure provided a list of the Leisure Services Department's risk register, along with the detail of its application to Dundonald International Ice Bowl. She further stated that the purpose of Castlereagh Borough Council's Risk Management Strategy was to effectively manage potential opportunities and threats to the Council's objectives to:

- Introduce a robust framework and procedures for identification, analysis, assessment and management of risk, and the reporting and recording of events, based on best practice.
- Establish roles, responsibilities and a reporting chain for managing risk.
- Reduce the council's insurance liabilities thereby reducing premium costs.
- Improve the co-ordination of risk management throughout the Council.
- Incorporate risk management into the daily work of Council employees.
- Incorporate the risk management process into service planning.
- Participating with stakeholders in the management of risk.
- Integration of risk management into the culture of the Council.
- Facilitate the Council to anticipate and respond to changing social, environmental and legislative conditions.
- Minimise injury, damage, loss and inconvenience to residents, staff, service users and assets arising from or connected with the delivery of Council services.
- Minimise the cost of risk.

To achieve these objectives, the following strategy has been adopted:

- Established clear accountabilities, roles and reporting lines across all services and departments.
- Acquire and develop the necessary skills and expertise.
- Provide for risk assessment in all decision-making processes of the Council.
- Developed a toolkit, procedures and guidelines for use across the Council.
- Developed arrangements to measure performance of risk management activities against the objectives.
- Make all partners, providers and delivery agents aware of the Council's expectations on risk, both generally and where necessary in particular areas of service delivery.

Noted.

### **LPB/2008/215: BELFAST GIANTS – HOSPITALITY BOX**

The General Manager advised that the date that had previously been agreed by Members (Friday 20 Feb 09) had been changed due to the Odyssey being unavailable on that date. The Belfast Giants recommended availing of the hospitality box on either Friday 13 Feb 09, (Belfast Giants v Nottingham Panthers) or Friday 27 Feb 09, (Belfast Giants v Basingstoke Bison).

The General Manager recommended the game on the 13 February against the Panthers, given that they are one of the Belfast Giants big rivals and one of the other top teams in the league.

Members briefly discussed the business contacts that should be invited to this corporate event. The Chairman reiterated that this should include potential new business contacts as well as existing clients and agreed that it could also be extended to include organisations such as Sport NI.

Following discussion it was

RESOLVED: - Members agreed to change the date of the Belfast Giants Corporate evening to Friday 13 February 2009, with management bringing a list of proposed corporate guests to be invited to the December meeting for Members' consideration.

### **LPB/2008/216: INCIDENT AT ROBINSON CENTRE**

The General Manager advised that Members of the Leisure Services Committee had been briefed on the details of an incident that had taken place at the Robinson Centre on 10 October 2008, this involved staff taking abuse from customers. Having read the witness statements and noted the seriousness of the incident it was agreed that the offenders would be banned from all three Leisure Centres for a period of 2 years. Members recommended that this ban should be extended to include DIIB and CHGC.

RESOLVED: - Members of the Board agreed that the ban on the offenders from all three Leisure Centres for a period of 2 years should also be extended to include DIIB, and that they would only be permitted their eventual return when a full written letter of apology had been received.

### **LPB/2008/217: PROPOSED CHRISTMAS OPENING HOURS**

RESOLVED: - Members approved the 2008 Christmas opening hours as follows:

<b><u>Christmas Eve</u></b>	10.00am – 6.00pm
Skating Sessions (last entrance)	5.00pm
Ten Pin Bowling (last game)	5.00pm
Indiana Land (last session)	5.00pm
<b><u>Christmas Day</u></b>	Closed

<b><u>Boxing Day</u></b>	Closed
<b><u>New Years Eve</u></b>	10.00am – 6.00pm
Skating Sessions (last entrance)	5.00pm
Ten Pin Bowling (last game)	5.00pm
Indiana Land last session	5.00pm
<b><u>New Years Day</u></b>	2.00pm – 6.00pm
Skating Sessions (last entrance)	5.00pm
Ten Pin Bowling (last game)	5.00pm
Indiana Land (last session)	5.00pm

### **ANY OTHER BUSINESS**

#### **LPB/2008/218: REDEVELOPMENT OF DIIB – BUSINESS CASE**

The Acting Director advised that following the outcome of the Economic Appraisal she along with the General Manager had held an initial meeting with Sport NI, with a view to progressing the “in house” business case.

Further to this discussion it had become evident that an “in house” business case would not be sufficient as DCAL would require a full green book appraisal, therefore to proceed “in house” would be a waste of both money and resources.

Following detailed discussion it was

RESOLVED: - Members of the Board requested

- (a) that Officers seek a quotation from FGS McClure Watters, with a view to extending their contract to allow for preparation of a full green book business case, subject to such an extension being permissible. If such an extension is not permissible then permission was granted to tender for consultants to prepare a full business case to Green Book standard;
- (b) that the business case should include a feasibility study on the potential of incorporating a wet facility as part of the overall proposal;

#### **LPB/2008/219: REQUEST FOR DISCOUNTED RATES**

The General Manager circulated a request from the Junior Giants seeking a discount on public skating sessions.

Members perused the request and after careful consideration it was

RESOLVED: - Members requested that the General Manager respond to the Junior Giants advising that unfortunately there would be no discount offered

on public skating sessions, given that this would set a precedent to other users and organisations.

**LPB/2008/220: LONGSTONE SCHOOL**

The General Manager advised Members that a letter had been received from Longstone School requesting the hire of the Grandstand Seating at their annual Christmas Show.

Members were reminded that last year it had been agreed that Longstone School could self collect and erect the grandstand seating. This had been agreed subject to the school providing a disclaimer, to ensure that the Council was free from any responsibility or claims, which could potentially arise.

Members agreed to the same arrangement.

RESOLVED: - Members of the Board granted approval for Longstone School to self collect and erect the grandstand seating at their Christmas Show in December 2008, providing the school provided a disclaimer.

**LPB/2008/221: HEROES ICE HOCKEY SUMMER SCHEME PROGRAMME**

The General Manager advised that the organisers of the Heroes Ice Hockey Summer Scheme Programme had contacted him to establish if they could use the Ice Bowl facilities. He reminded Members that this was a cross community initiative, and a successful event had previously been held during August 2008. The Organisers were seeking to hold two further events during Easter and August 2009.

The General Manager advised that he would be keen to facilitate this programme but did not feel that it would be operationally feasible over the busy Easter period or during August, which was usually a busy period for the facility. He undertook to liaise with the organisers to establish if a date could be agreed during July 2009.

RESOLVED: - Members agreed that they would be keen to facilitate the 'Heroes Programme' and requested that the General Manager liaise with the organisers to establish if a suitable date could be agreed during July 2009.

**LPB/2008/222: CAR PARKING**

Councillor Spratt advised that it had been brought to his attention that people were using the Ice Bowl car park to park their cars when using the new e-way.

The Acting Director advised that there had also been a problem in the past with staff from the Ulster Hospital parking their cars; this was easier to identify first thing in the morning but became more difficult as the day progressed.

Following discussion it was

RESOLVED: - Members agreed that Officers should arrange to have permanent signs erected, advising that parking was reserved strictly for customers of the Ice Bowl.

There being no further business, the meeting ended at 7.40 p.m.

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**CHAIRMAN**

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**MAYOR**