

## **CASTLEREAGH BOROUGH COUNCIL**

Minutes of the proceedings of the Leisure Services Committee meeting, held in committee, in the Robinson Centre, on Thursday, 6 November 2008, at 7.05 p.m.

**ALDERMEN:** M Copeland (from 7.15 pm)  
J Norris (from 7.20 pm)  
J White

**COUNCILLORS:** Mrs A Beattie  
J Beattie  
Mrs S Duncan (in the Chair)  
B Hanvey  
L Walker

**APOLOGIES:** Apologies were received on behalf of Councillors Ms Bunting, Mrs Chambers, Mrs McCoy and Tosh

**IN ATTENDANCE:** Acting Director of Leisure, General Manager Leisure & Marketing, Area Manager Leisure, Technical Manager, Business Manager and Members' Services Officer

### **TABLED: MINUTES OF THE LEISURE SERVICES COMMITTEE MEETING HELD ON 2 OCTOBER 2008 (copy previously circulated)**

Noted.

### **REPORT FROM THE BUSINESS MANAGER (copy previously circulated)**

#### **LS/2008/153 : TRADING ACCOUNTS**

The Business Manager took Members through the trading accounts for the period up to 30 September 2008. She advised that overspends in respect of gas and electricity had increased and were expected to increase further. However, the trading accounts showed a favourable variance in relation to net cost for the month of October across all three centres.

The Acting Director of Leisure explained that, following discussion during the October Committee meeting, a projection report had been prepared for Members' information. The Business Manager then took Members through the projected figures to the end of the financial year. Current projections as at the end of September showed that an overspend was predicted for all three centres. This was largely due to recent rises in energy costs and under-achievement in income terms. The Business Manager further stated that

monthly budget control meetings with Resource Managers had been put in place to ensure every effort was made to minimise any overspends.

The Acting Director of Leisure stated that efforts had been made to keep unplanned maintenance work to a minimum. She added that the Technical Manager had drawn up a list of essential and desirable maintenance and had identified areas of potential savings for the next financial year. She went through the draft Estimates, pointing out that currently the main areas of significant variance were in the Salaries and Wages, Electricity and Gas budgets. She anticipated that it would not be possible to identify any further savings without losing quality of service. Members agreed to peruse this information and the report on estimates to be tabled at the next Committee meeting.

Noted.

**REPORT FROM THE TECHNICAL MANAGER  
(copy previously circulated)**

**LS/2008/154 : LOUGH MOSS WIND TURBINE – PROGRESS TO DATE**

The Technical Manager advised that the foundations and cable ducts for the wind turbine had now been installed, and the turbine mast and blade assembly delivery was scheduled for mid December. The contractor was confident that the turbine could be erected and commissioned before Christmas.

Noted.

**LS/2008/155 : ROBINSON CENTRE – VENTILATION AIR HANDLING UNIT, FAN MOTOR**

The Technical Manager stated that the electric motor for the main air handling unit in the Centre had broken down, and as a result the ventilation system providing heating had become inoperable.

A specialist electric motor contractor had identified that bearing collapse had caused damage to the internal windings and electrical insulation of the motor. He had, therefore, advised that it would be more economical to purchase a new motor, which had consequently been purchased and installed at a total cost of approximately £2,000, including the cost of the motor at a discounted price of £795. However, this expenditure meant that the Buildings Repair and Maintenance budget was now exhausted.

Noted.

**LS/2008/156 : ROBINSON CENTRE – LEARNER POOL HEAT EXCHANGER**

The Technical Manager stated that the plates in the heat exchanger of the learner pool had been found damaged, and, as the heat exchanger was no longer being manufactured, it would be more economical to purchase a replacement heat exchanger at a cost of £360.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for the purchase of a new heat exchanger for the learner pool at a cost of £360.

#### **LS/2008/157 : ROBINSON CENTRE – HEALTH SUITE RECEPTION AND FEMALE CHANGING ROOMS**

The Technical Manager advised that tenders had been sought for above-ground damage to the walls and floors in the Health Suite reception and the Female Changing Area. A deadline had been set for the receipt of tenders, but only one contractor had returned a tender. The Technical Manager stated that the work had not been publicly tendered. Due to the value of the work, at least four written quotations were required, in keeping with the requirements of the fiscal policy. Following discussion regarding tender procedures and fiscal policy, it was requested that the Technical Manager liaise with the Procurement Officer and determine the correct course of action in regard to tendering for this work. If necessary, each of the companies who had been invited to submit a quotation in the first instance, should be contacted and advised that the deadline for return quotations had been extended and asked to confirm whether they wished to revise or submit a price.

Noted.

#### **LS/2008/158 : MAINTENANCE REQUIREMENTS**

The Technical Manager tabled a report detailing the significant unplanned repairs carried out this financial year. He further tabled a report detailing repairs and maintenance still required as well as potential cost savings. Members agreed to digest this information and the same report was to be tabled at the next Committee.

Noted.

### **REPORT FROM THE AREA MANAGER LEISURE (copy previously circulated)**

#### **LS/2008/159 : SPORTS DEVELOPMENT / CHILD PROTECTION UPDATE**

The Area Manager Leisure reported that, as requested at the October Committee meeting, he had investigated the cost of outsourcing Child Protection Training, as follows:

The NSPCC can deliver training sessions lasting three and a half hours for regulated staff, which is largely equivalent to the six-hour sessions currently being delivered in house. However, in-house sessions make an allowance for a meal break and a question-and-answer session to discuss various scenarios, which demonstrate the practical application of the policy and procedures. The NSPCC training does not make allowance for this. The NSPCC can, however, tailor the sessions to be more practical in nature and similar to the current in-house sessions, although there would be an additional cost implication.

According to the Human Resources Child Protection database, 295 members of staff in the Leisure Department require child protection training, including DIIB and Castlereagh Hills Golf Club. Only four contracted members of staff at the Robinson, Lough Moss and Belvoir centres remain untrained. There are, however, approximately 240 casual members of staff who require training within the Leisure Department. The NSPCC believe that the training for the non-regulated staff (55) should continue to be delivered in house, leaving approximately 240 regulated staff to be trained by the NSPCC if so desired.

The cost of the training is as follows:

12 x 3.5 hour sessions @ £265 per session	£3,180
Material costs for 12 sessions @ £55 per session	£ 660
Total	£3,840*

\* Figure does not include travel costs at 0.42p per mile.

\* Tailor-made six-hour sessions would cost £6,960 plus travel expenses.

The Acting Director of Leisure stated that she would like to see a rolling training programme in place, including training for new staff as well as refresher courses every two years. However, she advised that casual staff would have to be paid to attend training and this would be an additional cost to the Council.

The Area Manager outlined how the Council could continue with the current in-house training programme that had been organised and that any additional training for leisure staff and other Council departments would be farmed out to the NSPCC. The Acting Director outlined that there would be an overall overspend as a result of this training, as no provision had been made for this in the current budget.

Following some discussion, it was

RESOLVED:

- (a) That the Council be recommended to grant approval for the engagement as necessary of the NSPCC to compliment the in house training for Child Protection training for council staff,

consisting of 12 sessions of three and a half hours duration at a cost of £265 per session plus material costs of £55 per session.

- (b) The Sports Development Officer complete a one- or two-hour practical session immediately following the NSPCC course whilst the captive audience was present.

### **LS/2008/160 : CHRISTMAS / NEW YEAR CLOSURE**

The Area Manager Leisure recommended the following closure dates for the Robinson, Lough Moss and Belvoir Centres during the Christmas and New Year periods:

- Wednesday, 24 December 2008 – close at 5.30 pm
- Thursday, 25 December 2008 – closed
- Friday, 26 December 2008 – closed
- Saturday, 27 December 2008 – closed
- Sunday, 28 December 2008 – closed
- Wednesday, 31 December 2008 – close at 5.30 pm
- Thursday, 1 January 2008 - closed

During the ensuing discussion, Councillor Walker suggested closing the Centres at 4.00 pm on Christmas Eve, as he felt that there would not be many customers after that time.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for

- (a) Closure of the Robinson, Lough Moss and Belvoir Centres at 4.00 pm on Christmas Eve and New Year's Eve 2008 on a trial basis.
- (b) Closure of the Robinson, Lough Moss and Belvoir Centres during the Christmas and New Year periods as outlined in the Area Manager Leisure's report.

### **LS/2008/161 : ROBINSON CENTRE – MAINTENANCE AND DEEP-CLEAN PROGRAMME**

The Area Manager Leisure reported that during a recent visit from the HSE it was highlighted that the pools should be emptied and deep-cleaned on a planned basis and refilled with fresh water rather than relying on the back-wash and fresh-water top-up programme that was standard practice. He therefore sought approval for a period of closure during December to allow both deep-cleaning and some maintenance work to be undertaken.

Subject to Members' approval, the Area Manager Leisure and the Technical Manager intended to submit an additional report in December, detailing the recommended works and necessary closure. However, the Area Manager Leisure added that the anticipated work was also subject to the availability of adequate human resources, particularly for the maintenance, therefore he asked Members to consider the closure of the pools for two or three weeks on

an annual basis during December to allow deep-cleaning and planned maintenance to take place during the least busy period of the year.

Following some discussion, it was

RESOLVED:

- (a) That the Area Manager Leisure provide a report detailing the cost of closure of the pools for two or three weeks annually during December as well as deep-cleaning and planned maintenance.
- (b) That Officers provide a report, detailing the cost of refilling pools with water and chemicals.

### **LS/2008/162 : SMOKING CESSATION PROGRAMME – ‘QUIT 2B FIT’**

The Area Manager Leisure advised that the Council had been successful in its Smoking Cessation project proposal application ‘Quit 2Bfit’.

The Area Manager Leisure outlined the main objectives as follows:

- To train Council staff as Smoking Cessation Officers, in association with the Ulster Cancer Foundation.
- To provide a range of smoking cessation classes at set times on a weekly basis at Council leisure centres from the beginning of January 2009 until the end of April 2009 to support smokers and setting a quit date between 1 January 2009 and 31 March 2009.
- To provide a variety of incentives to smokers to participate in leisure activities as part of their cessation programme, to encourage a healthier lifestyle, prevent weight gain and promote greater well-being.
- To contact, through the Council’s Environmental Health Service, local businesses in the area with a large percentage of manual workers to promote the project and encourage participation, working in partnership with the business where possible.
- To provide and promote project information through community centres and Council community officers to encourage participation, particularly by those not in employment in recognised areas of social need.
- To follow the IfH Tobacco Control Quality Standards in the preparation, delivery, monitoring and evaluation of the project, including achieving a 45-50% quit rate at four weeks and at least 20% of these still quit at 52 weeks.

The Area Manager Leisure continued to say that two staff members from the Robinson Centre and one Breathe staff member had recently undergone the appropriate training to deliver the counselling, and it is envisaged that additional staff would be trained in January/February 2009. The EHSSB had made funding of up to £7,270 available offset staffing costs, the purchase of materials and equipment and to cover the cost of the various incentives, with no additional cost to the Council.

Following some discussion, it was

RESOLVED:

- (a) That the Council be recommended to grant approval for participation in the 'Quit 2B Fit' smoking cessation programme.
- (b) That the term 'counsellors' not be used in order to avoid any liability claims.

### **LS/2008/163 : PURCHASE OF JUDO MATS**

The Area Manager Leisure tabled a tender evaluation report that had been provided by the Council's Procurement Officer. Two tenders had been received from Podium4Sport (£13,207.00) and Laydex (£14,099.00) respectively, with both tenders meeting the required specification. With an estimated contract value and estimate provision of £17,800.00, the submission of £13,207.00 by Podium4Sport represented a saving of approximately £4,400 after advertising costs had been deducted. The Area Manager did, however, point out that there were costs associated with the disposal of the current mats but that these costs would be minimised by initially offering the current mats to other Council facilities including Community Services and Castlereagh Hills Golf Club. Some other user groups had also indicated an interest in the mats. It was, however, likely that some costs would be incurred through the disposal of mats that were not wanted.

RESOLVED: That the Council be recommended to grant approval for the purchase of 304 judo mats (as per specification) for the Robinson, Lough Moss and Belvoir Centres from Podium4Sport at a cost of £13,207.00 +VAT and that cognisance is taken of disposal costs associated with disposing of the existing mats, which would be minimised by offering the mats to other interested parties, including other Council departments and interested user groups.

### **LS/2008/164 : INCIDENT AT THE ROBINSON CENTRE**

RESOLVED: That consideration of the incident at the Robinson Centre be deferred to 'Staff in Committee'.

## **OPERATIONAL MATTERS**

### **LS/2008/165 : COMPLAINT FROM A ROBINSON CENTRE USER (Minute LS/2008/134 refers)**

The Acting Director of Leisure referred to the Committee's decision to decline acceptance of liability and non-payment of an ex gratia payment for alleged theft of a coat and some electronic items from a locker, and she informed Members that the customer was not satisfied with this decision. He had now requested the opportunity to address the Committee and to receive details from the Council's insurers as to why his claim had been declined.

Following some discussion, it was

RESOLVED: That the customer's request to address the Committee directly in respect of the alleged theft of a coat and some electronic items be turned down.

#### **LS/2008/166 : REQUEST FROM A CONSTITUENT IN RESPECT OF THE ROBINSON CENTRE**

The Acting Director of Leisure advised that she had received a request from a constituent for the provision of a scheme for people who suffer from a mental illness, currently offered by Belfast City Council. She added that, as mental illness was recognised as a disability, there was the possibility that the proposed CSAW project would provide such an opportunity.

RESOLVED: That Officers advise the constituent of the options available in terms of securing such use of the leisure facility.

#### **LS/2008/167 : LEISURE WATCH**

The Acting Director of Leisure outlined details of the Leisure Watch child protection awareness scheme, which was operated jointly by police services and local authorities. The General Manager of Leisure & Marketing added that several councils in Northern Ireland had taken up the scheme, although it was not mandatory.

During the ensuing discussion, Councillor Hanvey raised concerns that the onus would be on staff members to determine who might pose a danger to children. He preferred a multi-agency approach, for example, notification that known paedophiles are in the area.

Following some further discussion, it was

RESOLVED: That Officers investigate further and obtain information from other councils that have taken up the Leisure Watch child protection awareness scheme.

#### **LS/2008/168 : LEISURE RISK REGISTER**

The Acting Director of Leisure provided a list of the Leisure Services Department's risk register. 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.

Following some discussion, it was

RESOLVED: That the Council be recommended to adopt the risk register of the Leisure Services Department as outlined by the Acting Director of Leisure.

#### **LS/2008/169 : HEALTHWISE PROJECT FUNDING**

The Acting Director of Leisure advised that funding for the Healthwise scheme for 2008-2009 had been confirmed, subject to the terms and conditions set out in the Service Level Agreement, and she sought approval of these terms and conditions.

RESOLVED: That the Council be recommended to grant approval for the terms and conditions set out in the Service Level Agreement regarding the Healthwise Project funding and that the Acting Director of Leisure Services sign the agreement on behalf of the council.

#### **ANY OTHER BUSINESS**

#### **LS/2008/170 : KPMG CONTRACT**

The Acting Director of Leisure advised that KPMG had been appointed to carry out Stage 2 of the project, which had now been completed. An invoice had now been received for a revised fee, which included their additional expenses. It was noted that the Consultants fees were covered by the grant from Big Lottery, and there was no cost to the Council.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for the payment of an additional fee of £4,500 to KPMG.

#### **LS/2008/171 : C-SAW PROJECT**

The Acting Director of Leisure advised that the Stage 2 funding application for the C-Saw project had been submitted to the Big Lottery.

Noted.

#### **LS/2008/172 : TOUR OF THE NORTH**

The Acting Director of Leisure stated that requests for sponsorship of £2,000 had been received in respect of the Tour of the North.

Following some discussion, it was

RESOLVED: That agreement in principle be given for sponsorship of £2,000 regarding the Tour of the North, subject to provision for this funding being available in the Estimates for 2009-2010.

#### **LS/2008/173 : PAYMENT BY PERSONAL CHEQUE**

The General Manager of Leisure & Marketing sought approval for the termination of payments by personal cheque for services or goods. This was in line with similar action at the Ice Bowl and Castlereagh Hills Golf Club.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for the termination of payments by personal cheque for services or goods with effect from 2 January 2009.

#### **LS/2008/174 : STAFFING MATTERS**

The General Manager of Leisure & Marketing advised that a Recreation Assistant in the Belvoir Centre, who was currently on maternity leave, had asked for a reduction of her working hours per week from 37 to 16. He continued to say that, if this request was approved, a new post for the remaining 21 hours needed to be created. Members advised that a previous Finance & General Purposes Minute referred to a similar situation, and this

needed to be checked prior to the subject being discussed by the Finance & General Purposes Committee.

Following some discussion, it was

RESOLVED: That Officers contact the Human Resources Department to obtain information regarding the Council's policy relating to requests for a reduction of working hours.

**LS/2008/175 : TIME AND VENUE OF NEXT MEETING**

RESOLVED:

- (a) That the December meeting of the Leisure Services Committee take place in the Lough Moss Centre at 6.30 pm.
- (b) That all future meetings of the Leisure Services Committee commence at 6.30 pm.

At this point, the meeting went into 'Staff in Committee'

**STAFF IN COMMITTEE**

The meeting ended at 9.25 p.m.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CHIEF EXECUTIVE**

**Adopted by the Council this \_\_\_\_\_ day of**

\_\_\_\_\_ **2008 with the exception of**

**Minute Nos.** \_\_\_\_\_

\_\_\_\_\_

**MAYOR**