

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Leisure Services Committee meeting held, in committee, in the Council Chamber, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, on Thursday, 9 September 2010, at 6.00 p.m.

PRESENT: Councillor M Copeland
(in the Chair)

ALDERMEN: J Beattie
J Norris
Mrs G Rice (until 7.05 p.m.)
J White

COUNCILLORS: A M Beattie
Ms J Bunting
Mrs M Chambers (from 6.13 p.m.)
Mrs S Duncan
C Hall (until 7.10 p.m.)
B Hanvey (until 6.35 p.m.)
Mrs V McCoy
G Robinson (from 6.13 p.m.)
Ms S Skillen (until 7.10 p.m.)
J Spratt

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

APOLOGIES: Councillors Mrs J Cochrane, Drysdale, Miss Hughes, Jeffers, Long, Tosh, Walker, and Alderman Henderson.

TABLED : MINUTES OF THE LEISURE SERVICES COMMITTEE MEETING HELD ON 3 JUNE 2010 AND SPECIAL LEISURE SERVICES COMMITTEE MEETING HELD ON 22 JUNE 2010 (copies previously circulated)

Noted.

LS/2010/80: DECLARATIONS OF INTEREST

There were no declarations of interest recorded.

Noted.

**REPORT FROM THE DIRECTOR OF LEISURE SERVICES
(copy previously circulated)**

LS/2010/81: TRADING ACCOUNTS

The Business Manager took Members through the trading accounts for the period 1 April 2010 to 31 July 2010. She advised that there was a favourable variance showing overall compared to the estimates for both the Robinson Centre and Belvoir Activity Centre, whilst the Lough Moss Centre was showing an underachievement. Whilst the Robinson Centre was showing a favourable variance compared to profiled budget in relation to net cost, there had been a significant underachievement in income, it was felt that most of this could be attributed to the large amount of refurbishment work undertaken at the centre.

Following general discussion, the Area Manager confirmed that there had been significant savings made, throughout all the centres, in salaries, training and utilities which helped to negate the decline in income whilst refurbishment works and essential maintenance had been carried out.

Noted.

At this stage in proceedings Councillor Robinson entered the meeting.

LS/2010/82: RELOCATION OF LOUGH MOSS FITNESS SUITE (Minute LS/2010/63 refers)

The Director of Leisure reminded members that Eze Fitness proposed to meet the substantive costs to relocate the fitness suite to a more prominent position on the ground floor. This would raise awareness and therefore increase the opportunity to attract additional memberships. In turn any increase in membership would result in additional income to the facility through both the fitness suite and potential secondary spend therefore lowering the burden on the ratepayer.

RESOLVED: - Members recommended that approval be given for Eze Fitness to progress with relocation of the Fitness Suite to the ground floor, with a further recommendation that the relocation would take place in December 2010 in conjunction with Leisure's capital projects to enhance the entrance and reception areas.

Councillor Mrs Chambers and Councillor Robinson entered the meeting.

LS/2010/83: LOUGH MOSS – ENTRANCE PORCH AND RECEPTION AREA WORKS (IN CONJUNCTION WITH BREATHE FITNESS RELOCATION) (Appendix 3)

The Director reminded Members that at the Leisure Services Committee in June 2010 (LS/2010/63 refers), Officers had been asked to carry out a holistic

review of the facilities, to establish what other developments would enhance the layout of rooms to improve the facilities efficiency and marketability.

It had been agreed that it would make sound business sense and cause least disruption, to conduct such works in conjunction with the relocation of BREATHE.

The Director of Leisure continued, that following discussions with the Management of BREATHE, and subject to the Leisure Service Committees approval, the list of intended works, as follows was outlined to the committee:

Breathe Fitness works:

- Relocate the fitness suite from the first floor to a more prominent location on the ground floor by combining the existing arts & crafts and the crèche rooms.
- Refurbish the two rooms into one large area creating a 60 station gym, an expanded free weights area and a dedicated training area.
- Redecorate the existing changing rooms and provide new lockers throughout and an overflow bank in the corridor.
- Provide air conditioning to the existing snooker room.
- Re-orientate the two offices behind the snooker room to form a new store directly accessed from the snooker room and retain one larger office accessed from the main corridor as existing.
- Refurbish the vacated first floor area to create new community rooms in lieu of the ground floor rooms.
- Provide all associated electrical, mechanical, IT, telecoms and security services in connection with the above works.

The Director reported that Officers had conducted their review of Lough Moss taking into consideration the proposed BREATHE work and it was proposed that the following work would be funded from existing capital provision.

Leisure Services works:

- Replace the existing double doors and glazed screens to the entrance porch with new automatic sliding doorsets to comply with the current DDA legislation.
- Provide a new island reception counter, located in the centre of the entrance corridor with access control for both incoming and outgoing customers and to meet DDA regs.
- Remove the existing reception counter and enclose the area with a stud wall to create a new office.
- Remove the existing metal handrail etc to the seating area in front of the kitchen and replace with a stud wall on one side and a sliding folding partition to the gable end to create a multi-use room.
- Reposition the vending machines to a central location and create a soft seating area to one side of the main corridor.

- Provide all associated electrical, mechanical, IT, telecoms and security services in connection with the above works.

The Officer then drew Members' attention to two drawings, which showed the intended construction works.

The Director then outlined the intended programme of works, as follows:

- Breathe Fitness to commence their works in November 2010 and be complete before Christmas with a planned relaunch of their new gym on Tuesday 4th January 2011.
- Leisure Services to have the works carried out during the same time period to minimise disruption and facilitate the relaunch of the gym.
- Tender scoring matrix – Leisure Services propose to award their works contracts in accordance with the following scoring: cost 70% and quality/experience 30%.

RESOLVED: - Members agreed

- (a) to BREATHE Fitness relocating to the ground floor of Lough Moss with the required capital works being undertaken as detailed above;
- (b) to the list of capital works, as detailed above, to be carried out by Leisure Services to enhance the layout of rooms and the efficiency and marketability of the facility, to be implemented in conjunction with the BREATHE timetable. As final costs would not be known until the work had been tendered and evaluated, the prioritisation of work would be subject to provision in the current capital estimates;
- (c) that Officers should tender for the Leisure capital works using an evaluation scoring matrix of cost 70% and quality/experience 30%.

LS/2010/84: LOUGH MOSS – REPLACEMENT BOILERS (Minute ref: LS/2010/10 refers)

The Director of Leisure reminded Members of the urgent need to replace the 5 boilers at the Lough Moss, 2 of which were presently no longer working. At the last service, the Technical Manager had been advised that the necessary parts to make them operational again were no longer available, due to the old boilers now being obsolete.

The Director reported that the provision at the time of the 2010/11 estimates did not now meet the likely costs to complete the capital works however the exact costs would obviously not be known until tender stage.

Being above the trigger level for a public tender, Officers sought permission to prepare tender documents and outlined in detail the project requirements. It was further recommended that given the nature of some of the items, that the

Tender Assessment be on the basis of a 75% price 25% quality scoring matrix to ensure 'best value' for CBC.

RESOLVED: - Members recommended

- (a) tendering for the replacement of the 5 boilers at Lough Moss and associated works;
- (b) that the tender evaluation scoring matrix be on the basis of a 75% price 25% quality to ensure 'best value' for CBC.

LS/2010/85: INCREASE IN THE STANDARD RATE OF VAT TO 20 %

The Director reported that as Members would be aware the standard rate of VAT would be rising from 17.5% to 20% per cent on the 4 January 2011. This rise would either have to be absorbed by the Council or passed on to the consumer.

She continued that should the Council decide to pass this increase on, it would result in a pricing review throughout Leisure Services. Therefore, it was being recommended that the annual pricing review for Leisure Facilities be brought forward and also take effect from 4 January 2011, rather than the customary 1 April 2011. She added that the same recommendation would be being tabled at the Golf Club Board and Leisure Park Board.

RESOLVED: - Members approved that the annual pricing review would take effect from 4 January 2011 and that this would include the increase in VAT from 17.5 % to 20%.

REPORT FROM THE ACTING MARKETING MANAGER

LS/2010/86: PROGRESS REPORT

The General Manager drew Members' attention to the Progress Report for April – August 2010 against the Leisure Centre's Marketing Plan.

Noted.

REPORT FROM THE AREA LEISURE MANAGER

LS/2010/87: ITEMS TO BE WRITTEN OFF AT THE ROBINSON CENTRE

The Area Manager drew Members' attention to a list of obsolete items to be written off. Members perused the list and it was

RESOLVED: - That the items detailed in the Officer's report be disposed of appropriately and that the inventories are amended accordingly.

LS/2010/88: UPDATE REPORTS

The Area Manager provided Members with a progress update report on the following Programmes/Projects:

- Active Communities Programme and Sports Development Update
- Castlereagh Safe and Well Project (CSAW)
- IFA Grass Roots Programme

He reported that each programme was operating successfully in its own right and confirmed that Officers regularly met with the funders of each of the programmes to ensure that the targets were being achieved. He undertook to keep Members updated on a regular basis.

Noted.

LS/2010/89: REQUEST FOR FUNDING AND COURSE ATTENDANCE – SUPERVISORY DEVELOPMENT

The Area Manager reported that CSAW Project Manager had requested permission to attend a Supervisory Development Programme beginning January 2011. This would be an eight-day programme, spread over 8 weeks, and was the ILM Level 3 Award in First Line Management, designed to give practicing or aspiring first line managers a solid foundation in their formal development as Managers.

The cost of the course was £520.00 which included accreditation fees of £120.00. The Area Manager confirmed that this type of course had been identified as a potential development tool during the appraisal process and that he was able to release the CSAW Project Manager to attend the course.

He added that whilst the post was on a fixed term basis the post holder was on a secondment from Community Services and once the funding for the project had finished the post holder would return to her substantive post. The Council would therefore not only benefit from the skills learned during the CSAW Project period but additionally when the post holder returned to her post with Community Services. Whilst no specific provision had been made in the estimates for funding the course, an under spend had been identified in the budget that could be appropriately used for the purposes of facilitating the application.

RESOLVED: - Members agreed to the CSAW Project Manager attending the Supervisory Development Programme beginning in January 2011, at a cost of £520.00, plus mileage expenses.

At this stage in proceedings Councillor Hanvey left the meeting.

LS/2010/90: REQUEST FOR FUNDING AND COURSE ATTENDANCE – BSC HONS SPORTS COACHING

The Officer reported that the CSAW Project Coaching and Administration Officer had requested permission to attend a BSc Hons Sports Coaching course, commencing January 2011. The course would benefit the post holder in her personal development as well as enhancing her ability to deliver the coaching element of the CSAW Project. The Bsc Hons Sports Coaching course had been identified as a development tool during the officer's recent appraisal.

The cost of attending the course in the current financial year would be £454.00. Again, no specific provision had been made but on examining the budgets an under spend had been identified that could be appropriately used for the purposes of facilitating the application

Depending on the actual number of modules undertaken each semester, the course could last 4-5 years. The Director reported therefore, that if the Council wished to consider support in the 2011 – 2012 financial year a provision of £920.00 would be required to be included in the estimates.

The modules for the January 2011 semester were largely evening based and the CSAW Project Manager had confirmed that there would be a minimal impact on project delivery. Members were advised that this was a fixed term post and that subject to an extension of the project via additional funding it was likely that the applicants post would cease to exist after 2014. Having checked with HR the same terms and conditions would be applicable to staff on fixed terms contracts, this would also apply to the "claw back" of funding procedure.

Councillor Beattie stated that whilst he was keen to support training requests he did have concerns that money would be available in the budgets for 2011 – 2012, given the required inevitable cut backs.

It was suggested that the Officer be informed that whilst money was available for the first semester there may not be funding available to support her request in future years.

The Director of Leisure suggested that it may be a fairer approach to cap the level of funding available across the board, rather than granting some training requests and refusing others. Several Members concurred, and it was agreed that Human Resources should be requested to consider this option in tandem with the estimates working group in setting the training budget for 2011/2012.

RESOLVED: - Members

- (a) Members agreed to support the CSAW Project Coaching and Administration Officer for the first semester of a BSc Hons Sports Coaching Course, beginning in January 2011 at a cost of £494.00, with

the stipulation that further funding to continue may not be available in the next financial year.

- (b) requested that Human Resources be asked to review the training budget for the Council in tandem with the Estimates Working Group, with a view to making savings across the Council, with consideration to be given as to the possibility of capping the amount of financial support available across the board.

LS/2010/91: INTERNET KIOSKS - GRANT FUNDING (minute ref: LS/2010/22 refers).

The General Manager reminded Members, that the Leisure Services Committee had previously agreed to the Economic Development Manager proceeding with a grant funding application for internet kiosks for Moneyreagh and Lough Moss Centres, on the agreement that he would first assess the benefits to the local community and also provide an assurance that it would be widely advertised.

The General Manager then referred to information received from the Economic Development Manager that clearly detailed the benefits of such a service to the local community and confirmed that the kiosk would be widely advertised through a number of sources.

As Members were content with the detail provided, the Officer reported that the application to the Lagan Rural Partnership for funding would now be progressed with the outcome being advised to the committee in due course.

Noted.

At the September 2010 Council meeting, Minute LS/2010/92 was referred back to Committee for further consideration

LS/2010/92: ROBINSON CENTRE - SAUNA AND STEAM ROOM – TENDER EVALUATION (Council minute 2010/481 refers)

The General Manager reminded Members that the tender for the replacement Sauna and Steam Room in the Robinson Centre had been re-advertised after a poor response. He reported that after re advertisement, unfortunately, only one tender had been received. Officers confirmed that there was sufficient capital provision within the 2010/11 capital estimates for the project.

Officers then referred to the scoring matrix used and recommended that the tender should only be progressed on the basis that the contractor would define his proposals in detail to the Castlereagh Project Manager, prior to commencing any installation work on site. In order to fully protect the Council in this scenario, it was also recommended that any letter of appointment would be issued only following written receipt of a letter from the contractor

that they fully understood and intended to adhere to this quality control mechanism.

Councillor Robinson raised concern at progressing with the appointment of this contractor, given the lack of information available, several members concurred with this view. Detailed discussion ensued, following which the Director of Leisure Services confirmed that the contractor had undertaken work of a similar nature for a number of other local Councils and private gyms.

Members queried why references had not been secured in advance of tabling the tender information at the meeting and agreed that Officers should obtain several references where similar works had been undertaken.

At this stage in proceedings Alderman Rice left the meeting.

Members also queried the complexity of the tendering process in general and requested that this matter be referred to the Finance & General Purposes Committee for further consideration.

RESOLVED: - Members

- (a) approved the appointment of Aquasun to replace the Robinson Centre Sauna and Steam Rooms, providing Officers obtained suitable references from a number of other Councils/Businesses confirming that they had been satisfied with the standard of workmanship. On receipt of suitable references, a letter of appointment to be issued following written receipt of a letter from Aquasun that they fully understood and intended to adhere to the quality control mechanisms in place;
- (b) requested that in future references would be obtained in advance of tabling a recommendation to appoint a particular contractor/supplier;
- (c) requested that the complexity of the tender application process be referred to the Finance & General Purposes Committee for further consideration.

LS/2010/93: ROBINSON CENTRE SWIMMING POOL CHEMICALS – TENDER EVALUATION

The General Manager referred Members to information regarding the contract for Swimming Pool Chemicals for use in the Robinson Centre. The contract being for 1 year with 2 options to extend for a further year each.

Tender documents had been requested, completed and returned by 2 interested parties.

Following a query as to why there appeared to be a decline in the number of tenders being received, the Director of Leisure Services advised that this was a specialist product which was only supplied by a limited number of

Companies. Councillor Spratt stated that the Council should be looking at purchasing such products with other Councils in order to achieve better economies of scales and asked that this matter be forwarded to the Procurement Officer for further investigation.

Following consideration of the scoring it was

RESOLVED: - That

- (a) the contract for Swimming Pool Chemicals would be awarded to NIChem for a 1 year period with 2 options to extend for a further year each, should the Council feel that this was a viable option at this time;
- (b) the General Manager would refer the matter of bulk purchasing with other Councils to both the Change Manager and the Procurement Officer for further consideration and progression, in order to achieve better economies of scale.

At this stage in proceedings Councillors Hall and Ms Skillen left the meeting.

LS/2010/94: SPORTS MATTERS – NI STRATEGY FOR SPORT AND PHYSICAL RECREATION 2009 - 2019

The Director referred Members to the above report. She urged Members to take the time to read the strategy, particularly the key elements that should be considered and used in guiding the services as delivered by the Council. She stressed the need for the Council to have a unified approach, particularly should the opportunity become available for funding opportunities from central government to support the roll out of such strategies.

Noted.

ANY OTHER BUSINESS

LS/2010/95: GAS DETECTION SYSTEM

The General Manager reported that new legislation had now made it an essential requirement that any facility with a gas boiler must have an approved gas protection system installed. He therefore sought permission, to proceed to tender for the provision of such a service throughout the Council's leisure facilities and it was

RESOLVED: - Members approved that the General Manager proceed to tender for the supply of gas detection systems throughout the Council's leisure facilities with tender assessment be on the basis of a 75% price 25% quality scoring matrix to ensure 'best value' for CBC. A full report would be tabled at the October meeting of Council.

There being no further business, the meeting ended at 7.15 p.m.

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of
_____2010 with the exception of

Minute Nos. _____

MAYOR