

Title of Report:	Leisure Facilities Project Board		
Committee Report Submitted To:	Leisure & Development		
Date of Meeting:	10th September 2019		
For Decision or For Information	For Decision		
Linkage to Council Strategy (2019-23)			
Strategic Theme	Resilient, healthy & engaged communities		
Outcome	Citizens will have access to Council recreational facilities and protected natural environments which help them to develop their physical, emotional and cognitive health.		
Lead Officer	Head of Sport & Wellbeing		
Budgetary Considerations			
Cost of Proposal	N/A		
Included in Current Year Estimates	YES/NO – N/A		
Capital/Revenue	N/A		
Code	N/A		
Staffing Costs	N/A		
Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date: N/A
	EQIA Required and Completed:	Yes/No	Date: N/A
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date: N/A
	RNA Required and Completed:	Yes/No	Date: N/A
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date: N/A
	DPIA Required and Completed:	Yes/No	Date: N/A

1. Purpose of Report

To ask Members' approval of a mechanism with which to consider the strategic oversight of the development of specific capital projects in Sport & Wellbeing, including the strategic review of Tier 1 & 2 leisure facility provision across the borough.

2. Background

In January 2019 Members were updated on the successful funding application of €3.1 million from Special EU Programmes Body (SEUPB) towards community sports hub element of Ballycastle Shared Education Campus.

Members then proposed the establishment of a working group to consider the development of Leisure Facilities in line with Council's aspirations for Ballycastle. Rather than establish a separate working group Members agreed that the existing Project Board for "Coleraine Leisure Centre and Options Appraisal of Leisure Management", take on the planning of work proposed in relation to Ballycastle.

In June 2019 a report was brought to L&D committee for consideration which detailed the proposed amendments to the Terms of Reference for this Project Board – re-titled "Leisure Facilities Project Board". Following some debate about the merits of combining multiple SWB capital projects into one Project Board, a motion to defer any decision until August L&D committee was made and carried.

3. Proposal

The proposal is that Members now consider how best to progress this issue taking into consideration the project board responsibility for the Sport and Wellbeing major capital projects;

Major Projects

- Options Appraisal of Leisure Management.
- The replacement of Coleraine Leisure Centre.
- Ballycastle Shared Education Campus (Phase 1).
- Ballycastle Leisure Facilities (Phase 2).

4. Options

Option 1 – Single Project Board for all Sport and Wellbeing Major Projects

Adopt the recommendation previously submitted in June 2019 to re-title the Project Board "Leisure Facilities Project Board" with the associated amendments to the Terms of Reference (Annex A) and the additional recommendation to increase the size of the Project Board to 10, thereby ensuring the membership can be more representative of the DEAs within which the multiple projects are based.

Option 2 – Multiple Project Boards for each Major Project.

- a) Continue with the "as-is" position i.e. Project Board for Coleraine Leisure Centre and Options Appraisal of Leisure Management and its existing Terms of Reference.
- b) As each major project moves beyond Stage 1 of the 4 Stage Gateway Review Points, establish project specific Project Boards by D'Hondt. Numbers to be determined by Council. As the Ballycastle leisure facilities provision has two interdependent phases establish a Project Board now with briefing / updates on Phase 1, which is an Education Authority led project, plus strategic planning for Phase 2.

5. Recommendation

It is recommended that the L&D Committee considers the above and recommends to Council the appropriate option to take.

Leisure Facilities Project Board Terms of Reference (amended June 2019)

1.0 Aim

The overall aim of the Project Board is to provide strategic oversight on the development and review of Tier 1 and Tier 2 leisure facility provision across the Borough. This in turn will contribute to the delivery of the key outcomes set out within the Leisure Services Specification agreed by Council.

~~The overall role of the Project Board is to oversee the development of a new/refurbished Coleraine Leisure Centre including a review of leisure management options which may include other/all Council owned facilities across the Borough.~~

2.0 Project Objectives

The Project Board will assume oversight of a number of projects that are currently under consideration:

(i) Review of Leisure Management Options:

- Consider the evaluation findings for three potential management options: In-house Transformed, Council Owned Company and Outsourcing and make recommendations to Committee and Council;
- Subject to a Council decision on the preferred management option, agree final Services Specification and performance management arrangements;
- Keep the chosen management option under review with reference to agreed financial and non-financial targets

(ii) Development of a new Coleraine Leisure Centre:

- ~~• Agree options for consideration~~
- Oversee the application of the agreed selection criteria and effective project management;
- Consider the advantages and disadvantages of the preferred option in light of the CC&GBC local conditions and to give particular attention to the likely impact of each option on:
 - Future capital and revenue costs;
 - User needs, experiences and expectations;
 - Operational performance;
 - Social return on investment; and
 - Staff.
- Agree the preferred option identified in the Outline Business Case and its overall affordability and make recommendations to Committee and Council
- Monitor and review the progression of the new Coleraine Leisure Centre through remaining stages of Council's four stage process for capital project delivery.

(iii) Review of Leisure Facility Provision in Ballycastle

- Monitor and review the development and Phase 1 – Community Sports Hub to be funded by SEUPB;

- **Oversee the development of an Outline Business Case for Phase 2 – Swimming Pool and Gym Provision in Ballycastle;**
- **Agree the preferred option identified in the Outline Business Case and its overall affordability and make recommendations to Committee and Council.**

3.0 Responsibilities

Members will undertake the following responsibilities:

- Monitor performance of the projects
- Manage the process of governance
- Provide insight, wisdom and judgment
- Ensure processes are in place to meet all legal, regulatory and financial obligations
- Leadership regarding engagement of Stakeholders

4.0 Status & Scope

The Project Board is not a legal entity of Causeway Coast and Glens Borough Council and the Leisure & Development Committee of Council is currently the accountable body for this project.

The Project Board must operate within the scope of Council's strategic priorities, Scheme of Delegation and Capital Programme policy and procedures.

The Project Board's remit will cover all Tier 1 and Tier 2 leisure facilities currently comprising: Coleraine Leisure Centre, Roe Valley Leisure Centre, Joey Dunlop Leisure Centre, Dungiven Sports Centre, Jim Watt Sports Centre and Sheskburn Recreation Centre.

5.0 Size

The Project Board currently has no size limit, this will be subject to ongoing review.

6.0 Roles and working groups

- The Chair and Vice Chair to be elected by members of the Project Board.
- Those roles will normally have a one year term of office.
- Ad-hoc working groups will be set-up as and when necessary.
- The Project Board will receive and consider advice from stakeholders as it sees fit.

7.0 Meetings

Meetings are to be held monthly or as otherwise agreed **to facilitate timely reporting to the Leisure and Development Committee.**

8.0 Membership of the Project Board

Senior Responsible Owner – Richard Baker, Director for Leisure and Development.

Project Sponsor / Manager – Wendy McCullough. Head of Service: Sport and Wellbeing.

6 x nominated Councillors.

Independent Advisors – ~~Steve Laird (V4)~~, Jonathan Gray (SIB), John Beggs (SIB) **and any external consultants appointed to assist with the specific projects above.**