

Coleraine Leisure Centre and Options Appraisal of Leisure Management, Project Board Terms of Reference	10th October 2017
To: The Leisure and Development Committee For Decision	

Linkage to Council Strategy (2015-19)	
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
Cost: (If applicable)	None

The purpose of this report is to seek Member's approval for amendments to the approved Terms of Reference for the Options Appraisal of the Leisure Management, Project Board to include oversight of the Coleraine Leisure Centre project.

Background

In August Member's approved the commissioning of phased consultancy advice to undertake an options appraisal of the costs and benefits of a range of management options for the Council's leisure facilities. Members also approved Terms of Reference for the establishment of a Project Board to oversee this work.

Progress

As provided for within the Terms of Reference, the Project Board has been populated with 6 Members via D'Hondt and a Chair and Vice Chair appointed as follows:

Chair:	Councillor Clarke
Vice Chair:	Councillor Duddy
	Councillor Holmes
	Councillor McCandless
	Alderman Hickey
	Councillor Mulholland

The first meeting of the Project Board took place on the evening of 1 October 2017 with consideration being given to the Terms of Reference, the project timelines, the range of options for review and the review criteria.

Terms of Reference

Having considered the Terms of Reference in detail, the Project Board agreed to recommend that its remit should be expanded to include the oversight of the anticipated project to replace Coleraine Leisure Centre. This proposal is reflective of the catalyst for the Review of Leisure Management Options (the affordability of the Coleraine Leisure Centre project) and the interdependencies of the two pieces of work.

The proposed amended Terms of Reference are attached at **Annex A** with the additions underlined for ease of reference.

Recommendation

It is recommended that Members agree amendments to the responsibilities of the Project Board for Options Appraisal of Leisure Management to include the oversight of the Coleraine Leisure Centre project as per the proposed Terms of Reference at **Annex A**.

**Coleraine Leisure Centre and Options Appraisal of Leisure Management
Project Board Terms of Reference**

Aim

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.

Objectives

- Agree options for consideration.
- Oversee the application of the agreed criteria and effective project management.
- Consider the advantages and disadvantages of each 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.
 - Staff
- Monitor performance of the project.
- 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.

Status

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

Size

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

Roles and sub-committees

- 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 committees will be set-up as and when necessary.
- The Project Board will receive and consider advice from stakeholders as it sees fit.

Meetings

Meetings are to be held monthly or as otherwise agreed.

Membership of the Project Board

Senior Responsible Owner – Richard Baker, CC&GBC (SRO).

Project Sponsor / Manager – Wendy McCullough.

6 x nominated Councillors.

Independent Technical Advisors – Steve Laird (V4), Jonathan Grey (SIB), Nick Harkness (SIB).