

Terms of reference

1. Purpose

The purpose of the Leisure Strategy Working Group (LSWG), as agreed by the Corporate Projects Scrutiny Committee on the 3 July 2017 is to inform and assist the Community Health and Housing Committee in agreeing recommendations on each of the three phases which was agreed by the Policy, Projects and Resources Committee on the 20 June 2017. The LSWG will review the report submitted by 4Global which undertook a Value for Money Review and Options Appraisal of the Council's Leisure and Cultural facilities together with other relevant information and reports provided by officers and agree the workplan and next steps for officers for each of the phases and inform recommendations that will come back to the Community Health and Housing Committee.

The working group may request further work or information to be provided to them to clarify any implications or issues that may affect the Council.

2. Responsibilities

The key responsibilities of the Working Group will be to examine the following areas of Council's leisure and cultural provision:

Phase 1 – King George's Playing Fields and Warley Playing Fields

- Paddling Pools, consultation and future options
- Pavilion building current and future use
- Golf Course
- Other areas of the park
- Opportunities such as Private/Public partnerships, external funding

Phase 2 – Play Areas and options for ongoing maintenance

- 4Global recommendations
- Current and future provision and location
- Destination play areas
- Opportunities

Phase 3 – Brentwood Centre and provision for sport/leisure across the Borough

To ensure that all options within each of those strands are fully examined, reviewed and prioritised and any recommendations are reported back to the Community Health and Housing Committee and progress reports are reported back to the Corporate Projects Scrutiny Committee. (or alternative responsible Committee if required).

To lead the work on the development of the Council's Leisure Strategy and to ensure that it delivers Value for Money, is sustainable and meets the need of Brentwood residents.

The working group will ensure that any reports remain confidential and are not shared beyond the group.

3. Aim

The primary aim of the LSWG is to lead the work on the development of the Council’s Leisure Strategy. The Leisure Strategy needs to ensure that it delivers Value for Money, provides a sustainable and fit for purpose leisure provision for the residents of Brentwood by:

- Reduce revenue and capital expenditure to Brentwood Borough Council in its leisure facilities
- Increase capital investment in leisure facilities
- Explore alternative operational management opportunities
- Reduce the risk to the Council
- Increased sport and leisure participation in Brentwood

4. Activities

- Use the local needs analysis, reports, financial information to agree priorities within the context of the strategy
- Develop a strategic action plan to deliver the Leisure Strategy priorities
- Agree recommendations for Community Health and Housing Committee
- Identify any areas requiring further investigation
- Monitor progress against the action plan
- Ensure active participation and engagement with stakeholders and partners

5. Accountability and decision making

The LSWG will report directly to the Corporate Projects Scrutiny Committee on a quarterly basis (as set out in the Committee calendar), unless a special meeting is required. It will also assist and inform on the recommendations to the Community, Health and Housing Committee

6. Membership and frequency

The Cross party working group will be made up of representatives from the Corporate Projects Scrutiny Committee (including the substitutes).

It will consist of three Members of the administration including the Chair, and two from the opposition parties.

Meetings will take place every **month** and will be at times to enable effective coordination with the relevant Committee meetings. The group will also have the option to call additional meetings to address specific issues that require agreement or decision.

Agendas and supporting documents will be issued at least one working week before the meetings.

Cross party Working Group membership

ClIr Jan Pound – Chair
ClIr Amy Middlehurst

Leisure Strategy Cross Party Working Group – Terms of Reference July 2017

Cllr Sheila Murphy
Cllr Vicky Davies
Cllr Jill Hubbard

The LSWG will be supported by the Partnership Leisure and Funding Manager and other Officers as required.