

# MINUTES

## Brentwood Borough Council Audit & Scrutiny Committee Brentwood Leisure Trust Working Group

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Date: 30<sup>th</sup> August 2022  
Time: 6.30 pm  
Venue: Teams

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### **Attendance:**

#### **Cllrs:**

Tanner (Chair)  
Fulcher  
Poppy

#### **Officers:**

Steve Summers	Strategic Director (Deputy Chief Executive) (SS)
Jacqui Van Mellaerts	Corporate Director (Finance & Resources) (JVM)
Kim Anderson	Corporate Manager (Communities, Leisure & Health) (KA)

### 1. Apologies for absence

Apologies were received from Cllrs Dr Barrett, Hones and Naylor.

### 2. Introduction

- 2.1 SS advised the working group that KA had been invited to the meeting to provide information on the current arrangements for the Brentwood Centre and future options. This was to enable any 'lessons learnt' to be fed into any future processes.

### 3. Current arrangements

- 3.1 KA advised that a new agreement with SLM ( Everyone Active) for the operational management of the Brentwood Centre was implemented on 1 October 2021 for 2 years. SLM have 80 sites nationally.
- 3.2 As part of that agreement the Council had weekly meetings with the operator (for the first 3 months of the contract) and these became monthly. At each meeting the operator reports on the Key Performance Indicators. These include the current membership numbers, participation in the gym, swim and group exercise, community development projects, planned events at the centre and any building works or issues. These form a monthly client report and then an annual report. The financial information is shared as an open book approach to look at the forecasted income and expenditure and then revised with the actuals. Currently there was a £30k to £40k profit for the year estimated.
- 3.3 KA advised that a number of works had been undertaken to the building and a number of new classes and events had been introduced. This included SLM running a number of community offers which will monitored as part of the Key Performance Indicators.
- 3.4 A presentation had been made by Shaun Beagle from SLM to a recent Community, Environment & Enforcement Committee and this would continue on a 6 monthly basis. In addition, there was fortnightly meetings between the Council and SLM on the planned maintenance programme.
- 3.5 The new interim providers managing the Brentwood Centre have a registered charity arm, which is a common arrangement for leisure providers.

### 4. Conclusions/Actions

- 4.1 SS advised that a report will be drafted with the conclusions and associated recommendations for the working group approval and be provided to the next appropriate Audit & Scrutiny Committee.
- 4.2 The Working Group were reminded that the Council constitution had subsequently been amended so that no members should be appointed as Trustees in any partnership/contractual arrangements.
- 4.3 These draft minutes will be appended to the Audit & Scrutiny agenda that this matter will be considered.