

Terms of reference

1. Purpose

The purpose of the Leisure Strategy Working Group (LSWG) in Brentwood, is to inform the Housing, Health and Community Committee (and Finance, Asset, Investment and Recovery Committee if appropriate) in agreeing recommendations on the feasibility works for the Brentwood Centre and Hartswood Pavilion. The LSWG will review the reports submitted by Sport, Leisure, Culture Consultancy (SLC) who will be undertaking the feasibility study. This will be evidenced based approach on the potential investment options at the Brentwood Centre and Hartswood Pavilion and will be informed by:

- Engagement with internal and external stakeholders and partners to understand local needs and aspirations for the facility.
- Assessment of supply and demand for different facilities and, considering the size and demographics profile of the identified catchment population, and predicted population group from the LDP.
- Assessment of potential options, including energy saving opportunities and a clear rationale and evidence base for the preferred option which will inform the Procurement Strategy.
- Drawings and accommodation schedules
- Budget cost estimates and project delivery programmes which set out the timeframes for procurement, detailed design, planning and construction.
- Revenue business plans based on robust assumptions and market insight.
- Collation of all outputs into a report outlining key findings, conclusions and recommendations which will be presented to the relevant committee.

The LSWG will also review the procurement options in the development of the procurement Strategy which will identify the Council's Strategic priorities, investment plans, length of contract, procurement route, risk profile and evaluation framework. This strategy will then be presented to the relevant committee for approval (estimated to be December 2023).

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.

It is also envisioned that the Brentwood Borough Council LSWG will liaise with the Rochford District Council members around any joint decisions required as part of the procurement strategy and around the Key Performance Indicators that will be required from the leisure operator.

2. Responsibilities

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

- Brentwood Centre
- Hartswood Pavilion

To ensure that all options within each of those facilities are fully examined, reviewed and prioritised and any recommendations are reported back to the Housing, Health and Community Committee (or Finance, Asset, Investment and Recovery Committee if relevant).

The LSWG will ensure that any reports remain confidential and are not shared beyond the group, as much of the information will be commercially sensitive.

3. Aim

The primary aim of the LSWG is to ensure that the feasibility works on the Brentwood Centre and Hartwood Pavilion is undertaken and that the options presented are reviewed and are deemed to be financially sustainable and fit for purpose for the residents of Brentwood by:

- Identify options to reduce revenue and capital expenditure to Brentwood Borough Council in its leisure facilities.
- Increase strategic capital investment in leisure facilities.
- Ensure that the procurement strategy will be robust and provide financially viable options.
- Reduce the risk to Brentwood Borough Council
- Increase sport and leisure participation in Brentwood.

4. Activities

- Use the local needs analysis, reports, financial information to agree priorities within the context of the feasibility works and procurement strategy.
- Development of a Procurement Strategy for leisure facilities
- Agree recommendations for Community Health and Housing Committee (or Finance, Assets, Investment and Recovery Committee if relevant).
- Identify any areas requiring further investigation or clarification.
- Monitor progress against the feasibility/options and development of the procurement strategy.
- Ensure that there is active participation and engagement with a wide range of stakeholders and partners.

5. Accountability and decision making

The LSWG activities will form part of the monthly update reports into the Programme Board and will report directly to Housing, Health and Community Committee (of Finance, Asset, Investment and Recovery Committee).

Membership and frequency

The Cross-party working group will be made up of representatives from Housing, Health and Community Committee:

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

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

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

Cross party Working Group membership:

Cllr Tim Barrett (LAB) – Chair
Cllr Vicky Davies (LD)
Cllr Steve Mayo (LD)
Cllr Will Russell (CON)
Cllr Cliff Poppy (CON)

The LSWG will be supported by the Corporate Manager Community, leisure and Health and other and other Brentwood Borough Council Officers as required.