

LEISURE COMPLEX PROGRAMME BOARD

Thursday 9 July 2015

Present:-

Councillors Edwards and Denham and Prowse

Apologies:-

Councillor Sutton
Deputy Chief Executive

Also Present

Chief Executive & Growth Director, Assistant Director Finance (Section 151 Officer), Client Lead Build, Client Lead Estates, Project Manager - Leisure Operations, Corporate Manager Policy, Communications and Community Engagement, Leisure Facilities Manager and Democratic Services Officer (Committees) (SLS)

Justin Pickford, Scott Moore, Charles Hill - E C Harris
Mark Thomas – AFLS + P Architects
David Gale and Tomas Gartner Gale & Snowden, Eco Design

1 **APPOINTMENT OF CHAIR**

Councillor Edwards was nominated and agreed as Chair. He confirmed that this was the first meeting of the Leisure Complex Programme Board and the purpose was to confirm the formation of the Board and receive a presentation on the update on the progress of the Exeter Active Project to date.

2 **DECLARATIONS OF INTEREST**

No declarations of discloseable pecuniary interest were made

3 **TERMS OF REFERENCE**

The draft terms of reference were presented, and the final copy would be appended to the minutes.

Councillor Leadbetter had supported the appointment of Councillor Prowse as the Conservative representative on the Board.

4 **EXETER ACTIVE PRESENTATION - AN UPDATE ON THE PROGRESS OF THE PROJECT TO DATE**

The following presentations were made on the feasibility options for the new Leisure Complex.

The Project Manager, Leisure Operations provided a brief overview of his work and progress with the procurement strategy for securing an Operator for the new Leisure Complex to date.

The Client Lead, Estates and Acquisitions provided an overview of negotiations and progress with Crown Estate and Stagecoach.

The Client Lead, Build referred to the appointment of the Project Management and Cost Consultancy Team, EC Harris following an OJEU tender process. (Official Journal of the European Union). She also provided a timeline overview, details of the project brief and the Project Control and Governance measures that had been put in place. The Design Team were appointed in January 2015, following an OJEU tendering exercise and reported that they had spent the last six months developing and concluding on their Feasibility and Options Study. The Design Team were introduced and included Mark Thomas from AFLS+ P Architects, David Gale and Tomas Gartner of Gale & Snowdon Eco Design, (low energy specialists). Other members of the Design Team (not present) included LDA Design, (Landscape Architects and Planning Consultant) ARUP (Structural and Services Engineer) and Continuum Sport and Leisure. Mark Thomas, from AFLS + P Architects outlined the project needs and presented the four key options for Members to consider. The presentation set out in detail the options considered along with the design and business case analysis of each option.

The Chair thanked the Design Team and Exeter City Council officers for their presentation.

5 **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 EXCLUSION OF PRESS AND PUBLIC**

RESOLVED that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of the following item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part I, Schedule 12A of the Act.

6 **LEISURE COMPLEX FEASIBILITY OPTIONS APPRAISAL**

The Client Lead for the Build work stream introduced colleagues from EC Harris, who provided a presentation on the business case for each of the four options.

A Member enquired if a contract stipulation could be made to use local contractors or at least to employ a local workforce. The Project Manager Leisure Operations stated that every effort would be made to include this in the new Leisure Contract along with an assurance that the workforce would be paid a living wage.

The Board Members discussed the four options, and concluded that Option 2, which was a scheme integrated with the Crown Estate development and inclusive of all the Environmental factors (Passivhaus) was the preferred option. The Board instructed the Project Team to progress with Option 2, through the Project Control Point.

The Project Manager, EC Harris presented the Board with the opportunity to add some additional commercial features to the Leisure Complex design in order to generate a significant increase in revenue. The Board received this information with interest and it was agreed that further meetings within the City Council Committee cycle be arranged to give consideration to this potential enhanced offering.

It was noted that a Members' Briefing for all Members of the City Council had been arranged for 13th July.

RESOLVED -

- (1) that the Project Team progress with Option 2, through the Project Control Point;
and
- (2) meetings would be called of Scrutiny Committee - Resources, Executive and Council, to enable a further report on the potential enhanced offering for the Leisure Complex to be considered. Dates of these meetings were identified and would be held on 29th July, 11th and 12th August 2015 respectively.

7

DATE OF FUTURE MEETINGS

The next Programme Board meeting would be timed to coincide with the next programme gateway, and the date of this would be determined in due course.

(The meeting commenced at 5.30 pm and closed at 7.00 pm)

Chair

This page is intentionally left blank

Terms of Reference –Leisure Complex Programme Board.

Title: Leisure Complex Programme Board
Organisation: Exeter City Council
Reporting to: Executive
Duration: Project Duration – January 2015 to December 2018
Start Date: January 2015

The Project: The design, construction and delivery of a new swimming pool and leisure complex on part of the bus station site at Paris Street, Exeter.

Project Gateways: To be Identified

Client Leads: Housing Development Manager & Client Lead (Build)
Corporate Manager Property (Estates)
Assistant Director Economy (Operator)

The Board is a Sub-Committee of Executive and will comply with the Executive Procedures Rules.

The Programme Board's Terms of Reference:

In relation to The Project, the Board shall:

- Agree and oversee the the Strategic direction of the Project including the design and build of the new Swimming Pool and Leisure Complex;
- To approve all future spend decisions in respect of the Projects' agreed budget as approved by Full Council from time to time.
- To approve the Project Programme throughout its various stages including approving the planning, design, operator/operation, commercial agreements and construction route.
- Evaluate the business case on an ongoing basis.
- To monitor the Project Risks, quality and the timing of the Programme;
- To own and take responsibility for the Programme Board Risks.
- To resolve any conflicts arising between the needs/requirements of the programme.
- Monitoring of the business plans, feasibility and option appraisal and progress.
- To approve the appointment of the Project Managers and agree the scope of the Project Manager's objectives and responsibilities.

9 July 2015

- To ensure the programme's scope is aligned with the requirements of the Council and stakeholder groups.
- To ensure the efficient management of the Programme and Project costs.
- Deal with and address any issues which could have major implications for the programme.

Board Members will ensure that:-

- The right people are empowered to take decisions on behalf of the Board.
- Roles and responsibilities of Council Officers and the Project Managers are formally defined and understood.
- The client programme team work together effectively and efficiently;
- It liaises regularly with Legal Services in order to ensure compliance with legal obligations.
- The Client Leads (Build, Estates, Operator) carry responsibility for leading and managing the project teams and ensuring the Senior Responsible Officer is accountable to the Board for managing and supporting the Client Leads and ensuring their performance, quality, risk management, cost control, timescale and overall project control for their specific Client Lead areas.

Members of Board

- The Members of the Board include –
 - Leader of the City Council;
 - Leader of the Opposition Group or his nominated representative
 - Portfolio Holder for Economy and Culture;
 - Portfolio Holder for City Development;
 - Chief Executive and Growth Board Director;
 - Deputy Chief Executive; and
 - Assistant Director Finance (Section 151 Officer).

- The Leader of the City Council will be Chair of the Board.

Invitees to Board Meetings include -

- The Client Leads (Build, Estates and Operator);
- Project Managers;
- Officers of Exeter City Council including representatives from Planning, Economy and Leisure, Legal Services and Public Relations; and
- External consultees (as required).

Meetings

- Meetings will be held quarterly, or in accordance with Gateway dates (identified dates which following Committee approval would enable the Project to proceed).
- Notice of meetings will be in accordance with Access to Information Procedures Rules (agendas will be circulated five working days in advance of every meeting). The meetings will be held in public except where confidential information requires the exclusion of the public as defined as such in Schedule 12A of the Local Government Act 1972.

This page is intentionally left blank