

LEISURE COMPLEX AND BUS STATION PROGRAMME BOARD

Date: Thursday 11 February 2016
Time: 6.00 pm
Venue: Rennes Room, Civic Centre, Paris Street, Exeter

Members are invited to attend the above meeting to consider the items of business.

If you have an enquiry regarding any items on this agenda, please contact Sharon Sissons, Democratic Services Officer (Committees) on 01392 265115 or email sharon.sissons@exeter.gov.uk

Entry to the Civic Centre can be gained through the Customer Services Centre, Paris Street.

Membership -

Councillors Edwards (Chair), Bialyk, Denham, Leadbetter, Prowse, Sutton and Wardle

Agenda

Part I: Items suggested for discussion with the press and public present

1 Apologies

To receive any apologies.

2 Minutes

To sign the minutes of the Leisure Complex Programme Board meeting held on 26 October 2015.

3 Declarations of Interest

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

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

It is not considered that the Committee would be likely to exclude the press and public during the consideration of any of the items on this agenda but, if it should wish to do so, then the following resolution should be passed:-

RECOMMENDED that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for particular item(s) on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part I of Schedule 12A of the Act.

5 Draft Terms of Reference

To agree an amended draft Terms of Reference for the Leisure Complex and Bus Station Programme Board. (Pages 3 - 6)

6 Presentation - the Bus Station

To receive a presentation on the proposed Bus Station.
Consideration also to be given to the establishment of a new Bus User Forum.

7 Presentation - Update on the Leisure Complex

To receive a presentation on the Leisure Complex and progress to date from the Project Design Team.

Formal approval will be sought to proceed to the next stage of detailed design and submission of Planning Application documents.

8 Date of Next Meeting

The next Leisure Complex and Bus Station Programme Board Meeting will be determined to coincide with the future programme gateway.

Individual reports on this agenda can be produced in large print on request to Democratic Services (Committees) on 01392 265107.

Terms of Reference

Leisure Complex and Bus Station Programme Board.

Title: Leisure Complex and Bus Station Programme Board
Organisation: Exeter City Council
Reporting to: Executive
Project Duration: Project Duration to December 2018

The Project: The design, construction and delivery of a new swimming pool and leisure complex, and delivery of the new Bus Station 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)
Project Manager - Operations (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 and delivery of the Bus and Coach Station site;
- 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.
- 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 (which will be politically balanced in accordance with the necessary proportionality requirements) will include:-

- Leader of the City Council;
 - Leader of the Opposition Group or nominated representative
 - Two Executive Members with relevant Portfolio;
 - Three Members (politically balanced);
 - Chief Executive and Growth 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.

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