

Committee Manager: Jane Fulton (Ext. 37611)

16 May 2017

OVERVIEW SELECT COMMITTEE

A meeting of the Overview Select Committee will be held in **The Dome Meeting room at the Bognor Regis Campus of the University of Chichester, Upper Bognor Road, Bognor Regis, PO21 1HR** on **Tuesday 30 May 2017 at 6.00 p.m.** and you are requested to attend. **(Please note Change of venue)**

Members: Councillors Dingemans (Chairman), English (Vice-Chairman), Mrs Bence, Blampied, Edwards, Elkins, Hitchins, Hughes, Mrs Oakley, Oliver-Redgate, Mrs Rapnik, Miss Rhodes, Dr Walsh, Warren and Wheal.

(Note: Committee Membership is subject to confirmation at the Annual Council meeting on 17 May 2017)

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this agenda.

You should declare your interest by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

3. MINUTES

To approve as a correct record the Minutes of the meeting of the Overview Select Committee held on 21 March 2017 (which have been previously circulated.)

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES.

5. START TIMES

The Committee is asked to approve its start times for 2017/2018.

6. WALBERTON PARISH COUNCIL PETITION - LOCAL GREEN SPACE, TUPPERS FIELD

This report looks at the petition submitted to the Council on 18 April 2017 on behalf of Walberton Parish Council containing over 750 signatures. The Petition requests that the Council designates the land known as Tupperts Field as Local Green Space.

7. LEISURE OPERATING CONTRACT - YEAR ONE REPORT

This report provides an overview of the first year of the leisure operating contract (2016/17). The contractor, Freedom Leisure, will attend the meeting to present their Annual Performance Review. Please note that for Appendix 1 to this report, a coloured copy will be supplied separately.

8. CABINET MEMBER QUESTIONS AND UPDATES

(i) Cabinet Members will update the Committee on matters relevant to their Portfolio of responsibility.

(ii) Members are invited to ask Cabinet Members questions and are encouraged to submit these to the Committee manager in advance of the meeting to allow a more substantive answer to be given.

9. FEEDBACK FROM THE MEETING OF THE SUSSEX POLICE AND CRIME PANEL HELD ON 7 APRIL 2017

Members of the Committee have already been forwarded a copy of the Minutes from the Sussex Police and Crime Panel meeting held on 7 April 2017. The link to access these is: https://www.westsussex.gov.uk/about-the-council/how-the-council-works/committees-and-decision-making/other-meetings/sussex-police-and-crime-panel/#agendas-minutes-and-reports_tab

The next meeting of the Sussex Police and Crime Panel is taking place on 30 June 2017 and the Committee is asked to consider providing the Council's nominated Representative, Councillor Clayden, as the Cabinet Member for Community Wellbeing, with any issues to raise.

10 WORK PROGRAMME FOR 2017/18

The Council's Constitution requires that the Overview Select Committee makes a report annually on its future work programme and amended working methods, where appropriate.

At the last meeting of the Committee, Members were asked to consider topics that they would like to cover in the 2017/18 year so these could be discussed with the relevant officers and a work programme developed for discussion on 30 May 2017.

Attached is a draft Work Programme for the Committee for 2017/18 which Members are requested to approve prior to this being presented by the Chairman and Vice-Chairman to the Full Council meeting on 12 July 2017.

(Note: *Indicates report is attached for Members of the Committee only and the Press (excluding exempt items). Copies of reports can be viewed on the Council's web site at www.arun.gov.uk or can be obtained on request from the Committee Manager.)

(Note: Members are also reminded that if they have any detailed questions, would they please inform the Head of democratic Services, Cabinet Member and/or relevant Lead Officer in advance of the meeting in order that the appropriate Officer/Cabinet Member can attend the meeting.)

AGENDA ITEM NO. 6ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 30 MAY

Subject : Walberton Parish Council Petition - Local Green Space, Tupperts Field

Report by : Neil Crowther – Group Head of Planning Report date: 12 May 2017

EXECUTIVE SUMMARY

Walberton Parish Council (WPC) have submitted a petition requesting Arun District Council (ADC) designate a site at Tupperts Field as Local Green Space (LGS).

The request is made as a result of the Neighbourhood Plan group removing the Local Green Space designation from the Neighbourhood Plan after Arun District Council issued its decision statement.

RECOMMENDATIONS

The Committee is requested to recommend to Full Council that:

1. the content of this report is noted; and
2. a response be sent to the petition organiser stating that the land is not appropriate to be designated as a Local Green Space, as it does not meet the tests (set out in paragraphs 76 & 77) of the National Planning Policy Framework. Further, any designation would be contrary to the Council's agreed process that has been established and would result in significant delays and additional cost to the Local Plan.

1.0 INTRODUCTION

1.1 Walberton Parish Council (WPC) have submitted a petition requesting Arun District Council (ADC) designate a site at Tupperts Field as Local Green Space (LGS).

1.2 A previous petition was submitted by Walberton Parish Council for a Local Green Space designation in November 2014 on a site at Fontwell Meadows. This is the only other petition that has been received by the Council for a LGS and is therefore referred to show how the petition was considered. The petition was considered at Local Plan Sub-Committee in July 2015 and subsequently agreed at Full Council on

9 September 2015. The decision was that the land in question was ‘not appropriate to be designated as a Local Green Space, as it did not meet the tests (set out in paragraphs 76 & 77) of the National Planning Policy Framework.’

- 1.3 Whilst this previous petition is not part of this new petition, it is relevant to note how it was dealt with. There would need to be significant and material differences should Arun District Council choose to deal with this petition in a different way.

2.0 PROCEDURE FOR THE MEETING

- 2.1 The procedure for the meeting will be:

- (i) The Chairman of the Committee will introduce the petition
- (ii) The Group Head of Planning will introduce the officer report
- (iii) Members of the Committee will ask questions of the Officers and debate the report and relevant questions received from the petition organiser that are submitted in advance of the meeting that relate to the merits of the petition.
- (iv) The Committee will consider the officer recommendations and any other recommendations they may wish to make

3.0 DECISION MAKING PROCESS

- 3.1 The emerging Arun District Local Plan was originally agreed by Full Council in November 2014. This Plan included policy OSR DM1. This states that Local Green Space designation should be consistent with local planning of sustainable development. Any land should be local to the community and not be an extensive tract of land. This part of the policy has not been amended in the modifications to the Local Plan. Section 5 of Policy OSR DM1 is specially entitled ‘**Local Green Space and Neighbourhood Plans**’ and talks about how LGS should be designated, referring to spaces only being designated when a plan is prepared or reviewed.
- 3.2 Neighbourhood Plans have identified many Local Green Spaces over recent years and the Plans have been the only way such designations have taken place; Arun District Council has not allocated any LGS through the Local Plan. As set out below, the only way of designating a LGS is through a Plan. The Council has set out this process (which has been agreed by Full Council) to be followed in designating LGS and it has applied this consistently through the preparation of all Neighbourhood and Local Plans.
- 3.3 Under paragraph 76 of the NPPF, local communities, through Local and Neighbourhood Development Plans (NDPs), should be able to identify for special protection green areas of particular importance to them. By designating land, communities will be able to rule out development other than in exceptional circumstances.
- 3.4 Paragraph 76 of the NPPF states that:

“Identifying land as Local Green Space should therefore be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or reviewed, and be capable of enduring beyond the end of the plan period.”

3.5 Paragraph 77 states that designation should only be used:

- where the green space is in reasonably close proximity to the community it serves;
- where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; **and**
- where the green area concerned is local in character and is not an extensive tract of land.

These three tests need to **all** be met in order for an LGS designation.

4.0 THE PETITION

4.1 The submitted petition includes the following grounds for the request;

- i. The Neighbourhood Plan included the land as designated Local Green Space
- ii. The independent examiner did not support Arun District Council that the site was not suitable for Local Green Space designation
- iii. In the decision statement from Arun District Council it gave no reason why it did not accept the recommendation of the examiner.

4.2 Whilst not in the submission letter to the Council, it should also be noted that the advertisements posted by Walberton Parish Council in seeking to obtain signatures to the petition for Tupperts Field sought to ‘*help to protect it from development*’.

5.0 NEIGHBOURHOOD PLAN PROCESS

5.1 All of the evidence submitted to the Walberton Neighbourhood Plan examination is publically available at

<http://www.arun.gov.uk/walberton-neighbourhood-development-plan>

5.2 Walberton Parish Council included this site (and others) as proposed LGS’s in their Pre-Submission Neighbourhood Plan in August 2015. In all of the representations made by ADC to the Neighbourhood Plan, it has been consistent in not agreeing to the proposed LGS designations as they failed to meet the tests in the NPPF (see para 3.5 above).

5.3 The full stated reason for its initial promotion by the Neighbourhood Plan Group was;

'Tupper's Field (11.20ha) – this is one of the fields that come into the heart of the village, giving it a truly rural character. It was highly valued by respondents to the Survey – the children particularly loved the fact that both the School and the Playing Field adjoin open fields. It provides a safe buffer between the golf course and the residential areas.'

5.4 Below is a summary of the process that has taken place in respect of the proposals for a Local Green Space at Tupper's Field and the comments made by ADC.

Sept 2015 Reg 14 Comments	<i>Tupper's Field - this fails the criteria of para 77 as this would be considered an extensive tract of land. Again a smaller area of land has previously failed for this reason. It is also incorrectly plotted based on the text.</i>
Dec 2015 Reg 16 Comments	<i>Tupper's Field - This could be considered to be in reasonable proximity to the community it serves. However, the information provided does not demonstrate that this is demonstrably special and though it may be local in character it is an extensive tract of land. Equally when combined together with sites 2 and 3, it is not compliant with the content of para 015 of the Planning Practice Guidance that states 'consequently blanket designation of open countryside adjacent to settlements will not be appropriate.'</i> <i>Therefore this site does not meet all the criteria in para 77 of the National Planning Policy Framework and is not suitable for designation as a Local Green Space.</i>
Sept 2016 Decision Statement	<i>Policy VE1 – Designation of Local Green Space ADC does not accept parts of this recommendation. The following Local Green Space designations fail to meet the criteria set out in the NPPF and should be deleted:</i> <ul style="list-style-type: none"> • Fontwell Meadows • National Trust Field (Fontwell) and • Tupper's Field
Oct 2016 (meeting with WPC)	<i>PC agree changes and Decision statement rev A Fontwell Meadows, National Trust Field (Fontwell) and Tupper's Field are deleted from designation as local green space and deleted from Schedule 4.</i>
14 Dec 2016	<i>Decision statement rev B published by ADC on: 20th December 2016 PC supports the grant of planning permission at Fontwell Meadows for the revised Dandara proposals and the transfer of 4.5 hectares of Open Public Space to the Parish. See page 23 paragraph 2 – see p. 23 Paragraph 2. Fontwell Meadows, National Trust Field (Fontwell) and Tupper's Field are deleted from designation as local green space and deleted from Schedule 4.</i>

20 December 2016	<i>Neighbourhood Plan policy amended</i>
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- 5.5 The Committee will see from the above that ADC has been entirely consistent over the period of the preparation of the Neighbourhood Plan and it is not accurate to state within the petition that no reasons have been provided as they have been clearly set out above.
- 5.6 When considering the LGS proposals within the Neighbourhood Plan, the examiner placed the burden of dis-proof firmly on ADC instead of placing the burden of proof on those seeking the designation. He therefore chose not to accept the case for not designating instead of considering the merits for designation. He concluded;
- 'It is valued by the community, and lies close to the heart of the village, and is to be considered to be a buffer between the residential areas and the golf course. I do not consider in the context that it is an extensive tract of land. Accordingly, it is recommended for designation as a Local Green Space.'*
- 5.7 The examiner failed to give any further reasons as to why this (or any other) site was either local in character or not an extensive tract of land (the required tests to be met by the NPPF). Merely because the land was close to the village was not sufficient for a LGS designation in accordance with the tests in the NPPF.
- 5.8 ADC sought legal advice on the soundness of the examiners conclusions and it was concluded that the report was legally flawed and would very likely be open to legal challenge should the Plan be made – it is important to note that such a challenge would have been against ADC (in making the Plan) and not WPC. Making the Plan would have resulted in an unacceptable risk to ADC and the decision to issue this Decision Notice was made in accordance with the Council's Constitution at that time.
- 5.9 ADC wrote to Walberton Parish Council on 27 July 2016 (following receipt of the Examiners Report and prior to issuing a Decision Statement) comprehensively setting out why the Examiners Report was not accepted.
- 5.10 Following the issuing of the decision notice by the Council in December 2016, Walberton Parish Council had two options;
- i. Amend the Neighbourhood Plan and remove the Local Green Space designations and take the Plan to referendum.
 - ii. Request that the Secretary of State intervene to consider the matter (taking the matter out of the hands of ADC). The Parish Council was very aware of this option as it was referred to extensively in correspondence at that time.
- 5.11 It was the decision of the Parish Council to follow option 1. Whilst it is accepted that this was not an easy decision, it is a statement of fact. It is unclear why this happened if they are now clearly wishing to revisit the agreement that was previously reached between ADC and WPC. Had WPC still considered that a

designation should be contained within their Neighbourhood Plan and that there was evidence to support this, they had the option at that time to request that the Secretary of State intervene (in accordance with the regulations).

5.12 Through this petition, there is no additional evidence submitted seeking to demonstrate that the proposed LGS meets the statutory tests set out in section 3 of this report and therefore no further evidence submitted that would cause ADC to form a different view.

6.0 OFFICER COMMENT

6.1 I have set out above the procedure that has been followed throughout the whole of the District for the designation of Local Green Space.

6.2 As the process (which is set out in the Neighbourhood Planning regulations) set out at para 5.10 above was chosen not followed, it is very unfortunate that a petition is now submitted to ADC. The Parish Council's decision was not to seek to continue with this designation through the correct regulations, which they were very much aware of, and they have now instead attempted to get this decision reviewed via a different process.

6.3 In summary, the Local Green Space designation should not be approved for the following reasons;

- i. The only way of obtaining a designation is through the preparation of a Plan. Therefore, the only route to designation now is the emerging Local Plan that has only recently been approved by Full Council and is currently out to public consultation. A decision to designate an LGS would run contrary to the decision of Full Council on 22 March when it approved the modified Local Plan (which included unchanged Policy OSR DM1).
- ii. At this stage, were Full Council to agree to a LGS designation this would result in progress on the Local Plan being stalled. The designation would have to be included in the Plan, evidence gathered, tested and consulted upon and this would add costs and significant delays to the Local Plan.
- iii. The adopted process that ADC has for designating LGS is that these are identified through the Neighbourhood Plan process. This is the way every LGS in the District has been designated and, because of this, there are none proposed in the Local Plan.
- iv. ADC has consistently held the view that this space does not meet the required tests and has articulated this over a long period of time. No information has been submitted in the petition to seek to demonstrate that this view should be reviewed.
- v. The Decision Notice issued by ADC is entirely reasonable and robust.

- vi. It was the decision of the Parish Council to remove the proposed designation from the Neighbourhood Plan rather than ask the Secretary of State to intervene. It is therefore unreasonable to seek designation through a different process.
- vii. For the Council to accept this LGS designation and include it within the emerging Local Plan would likely result in a number of similar such requests in the District.

Background Papers: <http://www.arun.gov.uk/walberton-neighbourhood-development-plan>

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ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 30 MAY 2017

Recommendation Paper

Subject : Leisure Operating Contract – Year One Report

Report by : Robin Wickham
Group Head of Community Wellbeing

Report date: May 2017

EXECUTIVE SUMMARY

This report provides an overview of the first year of the leisure operating contract (2016/17). The contractor, Freedom Leisure, will attend the meeting to present their Annual Performance Review.

RECOMMENDATIONS

It is recommended that:

- (1) the Committee notes this report; and
- (2) the progress in setting up the Dual Use Officer Group at the Arun Leisure Centre is noted.

1.0 INTRODUCTION

- 1.1 In September 2015 Cabinet awarded a new Leisure Operating Contract to Freedom Leisure (C/013/140915). The contract is for a period of ten years with an option to extend the agreement for a further five years.
- 1.2 Freedom Leisure commenced operation of the contract on 1 April 2016. This report provides an overview of the performance of the first twelve months of the contract. It also provides an opportunity to comment on the current and future service provision.

2.0 BACKGROUND

- 2.1 In 2015 with the assistance of specialist advisors, Arun District Council tendered its leisure facilities in accordance with European Union procurement legislation and Internal Contract Standing Orders. Freedom Leisure was the successful operator.
- 2.2 The Leisure Operating Contract commenced on 1 April 2016 following a six month mobilisation period. This extended transition period ensured a smooth transfer of employees under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) and the handover of the facilities. The transfer was achieved with no interruption to the delivery of the leisure services.
- 2.3 The sum tendered for the contract was £503,192 per annum (averaged over ten years) payable to the Council. At the time of award, Cabinet agreed to review the cost benefit of funding improvement works proposed by Freedom Leisure. The assessment indicated that there would be a significant saving particularly on VAT and Cabinet approved a sum of £1,153,000 from the Council's Capital, Asset Management and other Projects Budget 2016/17 (C/058/210316) for this purpose.
- 2.4 Cabinet was also advised that the tenders were based on operating assumptions provided by the Council at the tender stage. Freedom Leisure was required to adjust its operating fee to reflect actual operating conditions when these were fully known. To this end, the net impact of the adjustments was to the benefit of the Council. The average ten year payment increased from the tendered sum of £503,192 to £680,683 per annum.
- 2.5 The net improvement, after accounting for the Council funding the capital investment, is an increased average payment to the Council of £621,909 over the life of the contract.

3.0 PERFORMANCE OF THE CONTRACTOR

- 3.1 A copy of the Freedom Leisure Annual Performance Review is at Appendix 1.
- 3.2 Contract management is by means of weekly site visits, monthly operational meetings and quarterly performance meetings. Annual Reports will be submitted to the Overview Select Committee as necessary and the appropriate Cabinet Member is updated on contract matters each month.
- 3.3 Contract reporting is managed through an on-line performance framework specifically created for this purpose. The particular benefit of the performance framework is that it requires open book accounting and shared access to performance indicators and associated contract documents.
- 3.3 The first year of the contract has established a benchmark for attendances and other statistical information. This is to ensure that future comparisons are based on agreed assumptions and information capture. Due to changes in the compilation of data and confidentiality it has not been possible to compare attendances with the previous operator.
- 3.4 One unequivocal improvement has been the increase in gym memberships between the contract start date and 31 March 2017. In this period the number of memberships at both the Arun Leisure Centre and Littlehampton Swimming & Sports Centre has

increased by over 200 members per centre. This reflects a change in categories of memberships and a drive to enrol new members.

- 3.5 The Council is also working with Freedom Leisure to undertake annual surveys to provide information on how active our community is. This will help evidence Sport England's new strategy 'Towards an Active Nation'.
- 3.6 In addition to managing the Arun's leisure facilities, Freedom Leisure has invested significant time and expertise working with the new Littlehampton Leisure Centre Project team to ensure that the new facility will achieve the operational and quality standards expected of a modern leisure centre.

4.0 PROGRAMMING AND PRICING

- 4.1 There has been no significant change in the pricing structure for classes and memberships. Core prices have increased on average by 3%. This is set against a background where prices had not increased since 2014. The core activities prices remain lower than neighbouring authorities in all but two categories.
- 4.2 The swimming lesson structure was changed in January 2017 to reflect the Amateur Swimming Association continual assessment programme. The payment method is by monthly Direct Debit rather than termly 'lump' payments thus spreading payments over twelve months. The swimming lesson programme also continues during school holidays; a key benefit is that children can progress to more advanced groups without waiting for a termly assessment.
- 4.3 Freedom Leisure has introduced the 'Les Mills' fitness class programmes at the Arun Leisure Centre. Les Mills is an internationally recognised fitness company offering a wide range of innovative fitness classes. Its programmes are employed widely across the leisure industry due to their popularity with customers. The introduction of these classes has provided a new element to the classes programme and opportunity for fitness instructors to develop their knowledge and skills. In a number of cases, classes are frequently oversubscribed and Freedom Leisure is now offering sessions in Bersted Park Community Centre and the Windmill Entertainment Centre to meet this demand.

5.0 ASSET MANAGEMENT

- 5.1 Freedom Leisure has maintained the plant and buildings in accordance with the Council's schedule of Asset Management Responsibilities Matrix. In addition, Freedom Leisure has worked with the Council's Property & Estates team to ensure the any improvement work undertaken is agreed and to the benefit of the facilities.
- 5.2 In respect of the capital investment (detailed in 2.3 above), work started at the Arun Leisure Centre in autumn 2016. This included the installation of LED lighting throughout the building to improve energy efficiency; upgraded air handling in the pool hall; and the introduction of a new building management system.

- 5.3 In November and December 2016 the swimming pools at the Arun Leisure Centre were closed to carry out essential maintenance. This work included the lining of sumps to resolve a long standing leak; re-grouting the pool tanks; tiling the pools surrounds; and refurbishing the filtration chambers. A new chemical dosing system was also installed.
- 5.4 In March 2017 work commenced on remodelling the entrance of the Arun Leisure Centre, the reception and café areas. A second phase will reconfigure areas on the first floor to increase the size and quality of the changing rooms to further improve the facilities at the Centre. This work will be completed by October 2017.
- 5.5 Parts of the Arun Leisure Centre are subject to a Dual Use Agreement to enable the shared use of the building for Felpham Community College and the public. In September 2016 Cabinet agreed amendments to the Dual Use Agreement including the reporting structure (C/015/190916). The Management Board and the Joint Liaison Group have now been replaced by a Dual Use Officer Group composed of representatives from West Sussex County Council, Freedom Leisure, Felpham Community College and Arun District Council. To date, the Dual Use Officer Group has met on two occasions to agreeing the Terms of Reference (Appendix 2). The key responsibilities of this group are to ensure that the assets are properly managed and key operational matters are addressed.
- 5.6 The Windmill Entertainment Centre has benefitted from improved sound proofing between the auditorium and the studio. This allows greater flexibility to use the studio when the auditorium is in use. This is particularly relevant as the Sports Dome at the Littlehampton Swimming & Sports Centre closed in April 2017 to accommodate the building of the new Littlehampton Leisure Centre.
- 5.7 Freedom Leisure is committed to ensuring that the Littlehampton Swimming & Sports Centre remains a commercial success during the construction of the new Littlehampton Leisure Centre. Given the short time remaining before the building is replaced, the approach adopted by Freedom Leisure and the Council is to maintain the existing assets without reducing the quality of operation rather than invest in significant improvements.

6.0 HEALTH AND SAFETY

- 6.1 The management of Health and Safety has been in accordance with the expectations contained within the contract specification. Accidents are reported to the Council via email and a record of the details on the performance monitoring framework. During the period sixteen incidents were recorded of which five were RIDDOR reportable (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). In each case the incidents were investigated and appropriate actions taken.

7.0 QUALITY ASSURANCE AND CUSTOMER CARE

- 7.1 Freedom Leisure has made a commitment to ensure that the facilities meet appropriate quality standards. In addition to using an in-house Quality Management System, Freedom Leisure are committed to maintain QUEST accreditation at the Arun Leisure Centre and Littlehampton Swimming & Sports. QUEST is a tool for continuous improvement, designed primarily for the management of leisure facilities and is an

initiative supported by Sport England. Freedom Leisure is also Investor in People (IIP) accredited.

- 7.2 Arun Officers undertake weekly monitoring inspections of the facilities to assess cleanliness, maintenance and fault rectification. Arun District Council officers and Directors of Freedom Leisure also carry out bi-annual critical visits to review the facilities. In addition, Freedom Leisure employs an independent agency to make unannounced visits and quarterly audits of the facilities. These reports are in turn are made available to the Council.
- 7.3 Customer comments are continuously monitored by Freedom Leisure and details of complaints, compliments and suggestions are reported at client contractor monthly meetings. Customer experience is also mapped by Freedom Leisure using the Net Promoter Score method and monitored independently.
- 7.4 A bi-annual Client Survey and report will also be made available to Arun next year. This is an independent survey commissioned by Freedom Leisure to review their performance across all local authority contracts. The survey assesses Freedom Leisure's performance, specifically its 'work within the community' and its 'service standards'; the results of which are fed in to individual contract improvement plans.

8.0 PLANS FOR 2017/18

- 8.1 The Contract with Freedom Leisure requires the operator to regularly review its operation and update its plans to ensure that the service continues to meet the needs of the communities in Arun. The draft document 'Arun Active Communities Strategy' (Appendix 3) demonstrates Freedom Leisure's commitment to developing Arun's leisure services. This document largely focusses on non-commercial activities, particularly those that break down the socio-economic barriers to participation and strive to improve the health and wellbeing of the whole community.

9.0 CONCLUSION

- 9.1 Freedom Leisure is complying with the contractual agreement standards set out in the detailed service specification.
- 9.2 There continues to be investment in the services and the facilities by both Freedom Leisure and the Council to ensure their sustainability.
- 9.3 Freedom Leisure has worked with Arun Officers to improve the range and quality of services. It has also engaged with Arun's Wellbeing team and other partners on a range of initiatives to improve the health and vitality of the community.

Background Papers:

- Cabinet Paper [Leisure Management Contract 2016 \(September 2013\)](#)
- Cabinet Paper [Leisure Management Contract 2016 \(October 2014\)](#)
- Cabinet Paper [Award of Leisure Management Contract 2016](#) (September 2015)

Cabinet Paper [Arun District Council Budget 2016/17](#) (February 2016)
Cabinet Paper [Review of the Arun Leisure Centre Dual Use Agreement](#) (September 2016)
Cabinet Paper [Leisure Management Contract Works](#) (March 2016)

Contact: Robin Wickham
Group Head of Community Wellbeing
Extension: 37835

arun district council annual performance review

april 2016 – march 2017



freedom*leisure* working with
arun district council



introduction

Freedom Leisure commenced a 10 year partnership to manage Arun District Council's leisure facilities from 1st April 2016, this includes the following facilities: Arun Leisure Centre, Littlehampton Swimming and Sports Centre, Bersted Park Community Centre, the Windmill Entertainment Centre and Community Development.

It has been a very successful first year of working in partnership with Arun District Council. There has been significant investment in facilities, changes to the staffing structure that have created more opportunity for staff and new ways of working that have led to improved customer service.

The Council's key objectives with regard to the new partnership arrangements are as follows:

- **To work in partnership with others**
- **To meet national, regional and local strategic objectives**
- **To invest in facilities to make a difference to people's lives**
- **To work with partners to access additional resources to reinvest into and enhance the facilities**

This report provides a summary of the new initiatives that have made a real difference to the Arun community.



To meet national, regional and local strategic objectives

In partnership with Arun District Council, Freedom Leisure has implemented a range of activities and initiatives that contribute towards the following strategic documents:

Leisure & Cultural Strategy 2013-2028

In an effort to encourage Arun residents to have regular physical activity, which benefits their health and well-being and provides enjoyment, Freedom Leisure have introduced the following:

- Free swimming for over 75s
- Swim only memberships
- Free swimming for serving military personnel
- Junior summer fitness challenge
- Supported the "National Older Peoples" day
- Supported the "I am Team GB" day
- Supported the "This Girl Can" campaign
- Introduced Les Mills fitness classes at ALC

- Invested £30k in the gym at ALC
- Refurbished the front entrance at the Windmill Entertainment Centre
- Worked with Sanctuary Supported Living to help their clients enjoy physical activity to help them gain self-esteem and become more integrated into society
- Introduced schemes to give free use of facilities for children in foster or residential homes. These included Looked After Children and Care Leavers. This entitles them to a free membership card to use the gym and swimming. Currently 26 children are signed up to this scheme
- Worked with local schools to improve their PE programmes
- Introduced online bookings and enhanced our social media presence
- Started the programme of improvement works at ALC which includes new changing facilities for gym users, a new reception and a Freedom café
- Trained staff to become Dementia Friendly
- Expanded the programme of Healthy walks by adding walks to and from Bersted Park Community Centre.
- Introduced Buggy Walks from LSSC and the Wick Children's and Family Centre
- Delivered Walking Netball courses
- Delivered successful Holiday Camps at both leisure centres and a sports camp at Bersted Park Community Centre



Arun Health and Wellbeing Programme

- In association with Arun Wellbeing, Freedom Leisure have delivered fitness classes and nutritional guidance across ALC, LSSC and Bersted Park Community Centre
- Freedom Leisure have worked with the Think Family team to build physical activity into their action plans with free swim passes and 7 day gym passes followed by a reduced rate membership
- Freedom Leisure have become a partner of the Arun Falls Prevention Network to deliver postural stability courses

Active Sussex Strategic Plan

Freedom Leisure is a Gold tier partner of Active Sussex and have:

- Introduced the Work Place Challenge and encouraged employers to sign up
- Organised the Parallel Youth Games and were involved in the Sussex School Games
- Helped to deliver the School Sports Premium programme
- Delivered the Sportivate programme with the Youth service for 12-18s

Arun Developer & Partner Charter

- Through the Arun Business Partnership Freedom Leisure has encouraged local companies to get fit with reduced rate membership

Invest in facilities to make a difference to people's lives

Working in partnership with Arun District Council, Freedom Leisure has made significant investment within the first year of the contract:

Arun Leisure Centre

- Invested in a new reception and Freedom café hub which will improve customer service and provide a more relaxing environment.
- This new hub will incorporate a Freedom Café with healthy food options, Costa coffee and the removal of fried foods



- Invested £30k in new fitness equipment to first floor and ground floor gyms including IFI (Inclusive Fitness Initiative) cardio-vascular equipment to be fully inclusive for both disabled and non-disabled users.
- Introduced Les Mills fitness class programmes for Body Pump, CX Works and Body Combat
- Invested **£383,000** in energy conservation measures to significantly reduce the utility consumption at the centre and reduce CO₂ emissions by an estimated 281 tonnes each year.

Littlehampton Swimming and Sports Centre

- Freedom Leisure, Arun District Council, Willmott Dixon and S+P Architects have been working on the designs for the new centre.
- Until the new Littlehampton Leisure Centre is opened in 2019 the focus has been to ensure the centre provides a quality service with equipment and machinery maintained to a high standard.
- The centre has prepared for the closure of the Sportsdome and the impact of this by relocating activities and fitness classes to other venues.



Across both leisure centres

- Freedom Leisure has introduced the Amateur Swimming Association continual assessment swimming lesson programme. This makes life easier for parents and helps children progress more quickly.

Bersted Park Community Centre

- The number of Phase 4 Cardiac Rehabilitation exercise classes at Bersted Park Community Centre has increased from 4 to 6 per week. Our specialist instructors also run GP referral sessions.



Windmill Entertainment Centre

- Freedom Leisure has refurbished the front entrance to the Windmill with new facias and signage.
- Windmill Cinema continues to operate positively for the benefits of the local community.
- A sound proofed partition wall has been built to eliminate noise transfer between the studio and the auditorium

Performance for the first year

The first year has been very successful, despite the closure of the pools at ALC for 2 months and the disruption to the centre from improvement works.

	Visits
Arun Leisure Centre	353,671
Littlehampton Swimming and Sports Centre	365,271
Windmill Entertainment Centre	52,692
Bersted Park Community Centre	26,977
Community Development	61,653
Total	860,264

Gym memberships (includes swimming and fitness classes) have increased over the first year as follows:

	April 2016	March 2017
Arun Leisure Centre	1,483	1,698
Littlehampton Swimming and Sports Centre	1,463	1,690
Total	2,946	3,388

Working in partnership with Arun District Council a contract monitoring framework has been developed. This will help both parties to achieve their objectives and to continuously improve. This sets out KPIs for financial information, health and safety, usage from various sections of the community, energy usage and compliance with statutory regulations relating to the buildings. Again 16/17 will be the benchmark year.

2017 and Beyond

We are confident that the investment in 2016/17 and beyond will help us to achieve our business plan and assist help Arun District Council deliver against their 2020 vision, which is to:

- Offer an improved customer experience.
- Build better relationships with other organisations and the community.
- Provide more digital opportunities to make dealing with us easier.

Our focus over the next year will be to:

- Continue to improve the financial performance of the facilities.
- Develop new initiatives and programmes to increase participation across the community as a whole.
- Maximise recycling within the sites.
- Have a greater presence at local events such as 10k fun runs in Littlehampton, Arundel and Bognor to target non users.
- Continue to work with local partners to provide targeted outreach work
- Maintain the quality of the service at ALC through Quest accreditation.
- Work closely with Arun District Council to achieve the new health and wellbeing priorities including increasing physical activity and improving mental health and wellbeing.
- Train centre staff in mental health awareness and disability awareness.
- Develop cancer exercise referral sessions.
- Introduce a falls prevention exercise programme
- Open the new reception / café hub and first floor changing rooms at ALC.
- Work closely with Windmill Cinema and local theatrical groups to ensure a full and varied programme.
- Target low income families with a more accessible membership package
- Develop a “full of life” offer for the over 65s which brings together all our current activities into one package

Arun in the Media

Total number of press cuttings for the Arun Region totalled 133.

Total AVE (advertising value equivalent) **£75,424.87**

Total reach **1,748,957**

Here are just a few examples of our press coverage:

Shoreham Herald

17 August 2016:

I am Team GB Families to try out a host of sporting activities...

Residents of Arun became part of Team GB for one day only at an event which took place at Arun Leisure Centre.

The centre opened its doors in support of a national sports day called 'I am Team GB'. Participants included families and individuals of all ages, including councillor Paul Dendle, Councillor for the Arundel & Walberton ward and cabinet member for Leisure and Amenities at Arun District Council, who joined in some of the fun activities on offer. Visitors were able to try out sports such as football, netball, tennis, short tennis, badminton, basketball, squash and swimming.

Cllr Dendle said: "A huge amount of work went into organising the 'I am Team GB' event and it was great to see so many people trying out new sports."



Bognor Regis OBSERVER

09 March 2017:

International women's day is supported

Freedom Leisure, the operator of Arun Leisure Centre on behalf of the council, supported the 'Be Bold' sentiment as part of International Women's Day yesterday (Wednesday). The message was to encourage women in the area to carry this through from their working lives to their fitness too.

To inspire women to take control of their fitness, the centre is offering women 12 months for the price of nine on advanced annual memberships taken out during the week to motivate them to go back to, or start, being active. Andrew Smith, centre manager, said: "Freedom Leisure is fully behind this wonderful annual event and anything we can do to encourage people to be active is hugely positive."

He added: "In the essence of forging a gender equal world, we wish to extend this great 12 for nine membership offer to everyone who believes in equality." Call 01243 826612



Arun in the Media

West Sussex Gazette

15 September 2016:

Project worth £1.5m to improve Arun announces start date

A project worth £1.5m, to make Arun Leisure Centre 'fit for the future', has been given a start date.

Phase one of which is due to begin in the second week of October, and will work to make the centre more environmentally friendly and modern.

Andrew Smith, Freedom Leisure Area manager, said: "It was always the plan to make huge improvements to the centre in order to modernise it, and we are delighted that the project is now underway.

He added: "With any building improvements there will unfortunately be some disruption, so we ask that visitors bear with us while we undertake this project."

Plans outline 'highly anticipated improvements which residents have been calling for', such as improvements to the leisure environment for visitors and the facilities.

As well as better air and water quality, it is reported that works will reduce carbon emissions by 281 tonnes each year and result in a 39 percent annual reduction in energy bills across the site.

It is predicted water control measures, to stop water being wasted to the drain every single day, will save the equivalent of 'filling up the main pool nearly Three times a year'.

Phase two is planned for mid-November, and described as being 'when centre visitors will really start to see the improvements'.

This phase will include 'a new cafe selling Costa coffee and an enhanced reception and seating area, plus brand new changing facilities for gym users on the first floor'.

Councillor Paul Dendle, Arun District Council's cabinet member for leisure and amenities, said he was 'delighted' by the plans.

Cllr Dendle added the project 'emphasises the council's commitment to the health and wellbeing of Arun residents'.

Shoreham Herald

04 August 2016:

Fun fitness challenge for youngsters

Back for the fifth year, Freedom Leisure, which operates Arun Leisure Centre and Littlehampton Swim & Leisure Centre on behalf of Arun District Council, is running its Junior Summer Fitness Challenge in partnership with the government's Change For Life Sugar Smart campaign.

The challenge is for youngsters aged four to 14 to be as active as they can during the school holidays - with prizes and awards to be collected along the way. The aim of the challenge is to complete physical activities while making a few smart sugar swaps, and grown-ups can also join the fun - as this year's challenge includes a joint activity, encouraging the family to have fun together. Children will receive a free fitness diary in which to record their activities. Parents can register their children online at www.freedom-leisure.co.uk or pick up the diary from one of the leisure centres.

Bognor Regis OBSERVER

02 February 2017:

Costa Coffee is set to come to Leisure Centre

Costa coffee will be served from the new central reception and cafe 'pod', which is planned to make arrival and check in more efficient. A temporary reception area will be set up from February 19.

Freedom Leisure won the contract to operate the leisure centre on behalf of Arun District Council from Inspire Leisure in April 2016, and a total of £1.4m has been invested to improve it, with completion planned for August of this year.

Freedom Leisure area manager Andrew Smith said: "We are pleased to be entering the final phase of work and while it will inevitably cause some disruption, we are confident that this will be kept to a minimum..."

Social media coverage

Here is a small selection of the social media coverage through Facebook.

Post Details

Arun Leisure Centre added 2 new photos.
Published by Sarah Jayne Baldwin (9) · March 24 · €

Kicking off RND 17 spin and cakes

518 People Reached

13 Likes, Comments & Shares

11 Likes	4 On Post	7 On Shares
0 Comments	0 On Post	0 On Shares
2 Shares	0 On Post	2 On Shares

131 Post Clicks

106 Photo Views	0 Link Clicks	25 Other Clicks
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NEGATIVE FEEDBACK

0 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

518 people reached

Boost Post

Video Post

Littlehampton Swimming & Sports Centre
Published by Liam Goodley (9) · March 6 · €

Meet Jamie - Freedom Leisure in Arun is helping Jamie to improve his fitness with advice, programmes and support for his goal to compete in the Littlehampton 10k this year. Here is his first video update from Littlehampton. We will be supporting him and we hope you will too! Read about Jamie and Knobby here: goo.gly/L2bjg

4,157 People Reached

2,086 Video Views

244 Reactions, Comments & Shares

175 Like	48 On Post	127 On Shares
10 Love	1 On Post	9 On Shares
48 Comments	16 On Post	32 On Shares
11 Shares	11 On Post	0 On Shares

1,084 Post Clicks

79 Clicks to Play	22 Link Clicks	983 Other Clicks
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NEGATIVE FEEDBACK

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When you boost this post, you'll show it to more people.

4,157 people reached

Boost Post

Post Details

Arun Leisure Centre
Published by Liam Goodley (9) · February 10 · €

BODY COMBAT TASTER - officially announced for our Aqua Bootcamp and CX Worx launch day on Saturday 18th February. Our full programme for the day can be found here: goo.gly/5tqfr

1,426 People Reached

35 Likes, Comments & Shares

14 Likes	4 On Post	10 On Shares
18 Comments	11 On Post	7 On Shares
3 Shares	2 On Post	1 On Shares

222 Post Clicks

9 Photo Views	43 Link Clicks	170 Other Clicks
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NEGATIVE FEEDBACK

1 Hide Post	0 Hide All Posts
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Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

1,426 people reached

Boost Post

Post Details

Littlehampton Swimming & Sports Centre
Published by Joe Wynne (9) · January 10 · €

Parent & baby/toddler swimming sessions every Friday!
Swimming is a great skill to learn so why not help your child learn early? Our drop in sessions are coached by an expert instructor and the pool is a fantastic environment to help get your child used to the water! Visit <https://goo.gly/wpx7Bz> for full details!

7,250 People Reached

185 Likes, Comments & Shares

49 Likes	40 On Post	9 On Shares
125 Comments	116 On Post	9 On Shares
11 Shares	1 On Post	10 On Shares

984 Post Clicks

196 Photo Views	320 Link Clicks	468 Other Clicks
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NEGATIVE FEEDBACK

2 Hide Post	3 Hide All Posts
0 Report as Spam	0 Unlike Page

Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

7,250 people reached

Boost Post

Post Details

Windmill Entertainment Centre added 4 new photos.
Published by Carme Reynolds (9) · January 23 · €

Knock out performance by LMCS for the sell out panto 'Sleeping Beauty' at the Windmill. Thank you to the cast, staff and patrons for a superb show! See what is up next here: <https://goo.gly/YSTpK>

171 People Reached

5 Likes, Comments & Shares

4 Likes	4 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

18 Post Clicks

8 Photo Views	2 Link Clicks	8 Other Clicks
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NEGATIVE FEEDBACK

0 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

171 people reached

Boost Post

Post Details

Bersted Park Community Centre
Published by Liam Goodley (9) · February 2 · €

Fantastic new cookery class starting this March at Bersted Park Community Centre! goo.gly/VtL5k Arun District

426 People Reached

9 Likes, Comments & Shares

4 Likes	0 On Post	4 On Shares
0 Comments	0 On Post	0 On Shares
5 Shares	4 On Post	1 On Shares

6 Post Clicks

0 Photo Views	5 Link Clicks	1 Other Clicks
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NEGATIVE FEEDBACK

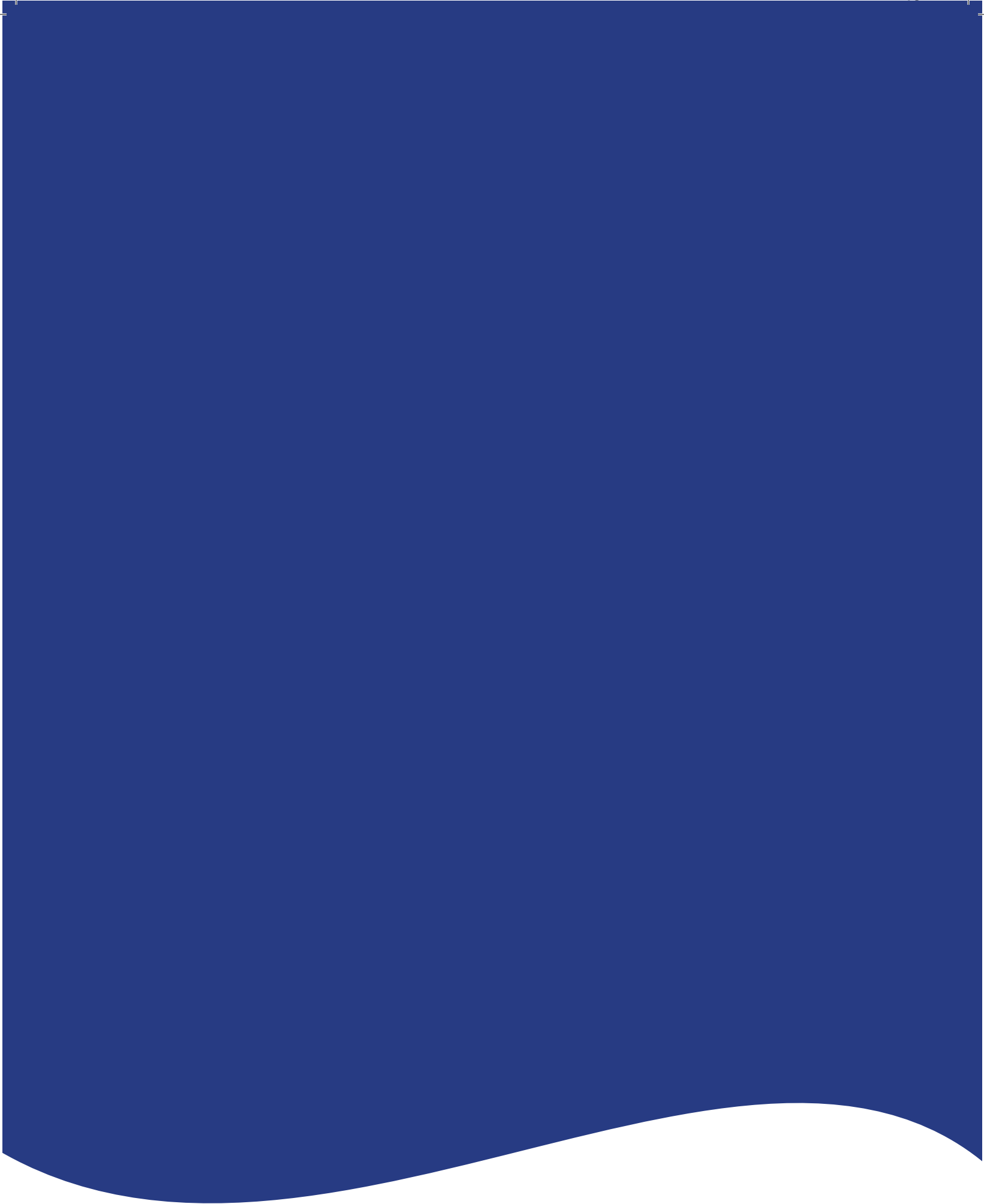
0 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Get More Likes, Comments and Shares

Freedom Leisure Accreditation

During 2016/17 Freedom Leisure has been awarded various accreditations which will benefit the Arun partnership relating to the environment and workplace learning, including





Appendix 2 DUAL USE OFFICER GROUP - TERMS OF REFERENCE 2016/17

Established	Established following round table discussions to streamline the delivery and administration of the Dual Use Agreement. Agreed by an Individual Cabinet Member decision by West Sussex County Council and by recommendation to the Arun District Council (ADC) Cabinet Meeting on 19 September 2016 and agreed at the ADC Full Council Meeting on 9 November 2016.
Background	In 2016 changes were agreed with respect to the Arun Leisure Centre reporting structure, in that the Management Board and the Joint Liaison Group were disbanded and replaced by one body called the Dual Use Officer Group.
Membership	Membership as at November 2016: Robin Wickham (ADC) Russell Tooley (ADC) Paul Broggi (ADC) Stewart Morris (WSCC) Tony Farrant (WSCC) Mark Anstiss (FCC) Andrew Smith (FL) Graham Watson (FL) Matt Hunt (FL)
Chairman/Meeting Facilitator	Nominated member of the Dual Use Officer Group.
Aim of the Dual Use Officer Group	The aim of this group is to improve the effectiveness of the Dual Use Agreement by simplifying the previous bureaucratic nature of the agreement which will result in administrative, reporting and operational efficiencies for all parties.
Reporting arrangements	Action Notes will be taken at each meeting by a Committee Manager (ADC). Prior to each meeting a report form will be distributed to each of the parties named in the Dual Use Agreement to provide an update on matters relating to the maintenance and operation of the Arun Leisure Centre (dry side facilities). This will be returned prior to the meeting and each report discussed at the meeting. An Annual Report will be compiled from contributions provided by each party. The Annual Report will be agreed at the May meeting and cover the previous financial year. The agreed Annual Report will be circulated to each party for scrutiny by their Board/Members as required by each respective organisation.
Open to the public?	No
Term	Ongoing
Programme of meetings	Three Officer meetings will be held per Municipal Year: Autumn Term – Mid October Spring Term – Mid February Summer Term – Late May
Lead Officer	Russell Tooley
Support Officer	Committee Manager (Erica Keegan)(ADC)

Arun Active Communities 2017-2018 Framework

The Arun Active Communities Team at Freedom Leisure work to encourage the residents of Arun to take part in physical activity. We are part of a large support system within the Trust, with 19 team members over 11 partnership areas. Our work sits at the heart of the Trust's vision and this is echoed by over 4,000 of our staff who believe that a positive relationship with our community is the key to our continued success.

We are committed to our own corporate aims:-

- Increased participation in physical activity
- Intervention delivered to target groups
- Bespoke plans to meet local need
- Working in partnership

These aims can only be delivered by working in partnership with our local authority, other key local organisations, regional and national partners. The strength in our work and the success of our outcomes are underpinned by our partnership working. We will deliver projects where we are best placed to and support others to deliver accordingly.

This framework is shaped by the findings of consultation work with local partners, regional and national policies and statistics around physical activity and health. Our programme areas take in to account our commitment to Arun District Council in delivering against the Leisure and Cultural Strategy.

These strategies and key statistics have led us to drive our work through 6 key programme areas:-

- Active Sport
- Active Ageing
- Active Young People
- Active Workforce
- Active Communities
- Active Health

This document sets out each key delivery area, the local knowledge and information affecting it, and what we set out to achieve in 2017 – 2018.

Key headlines within this framework come from the Active People Survey carried out by Sport England, the latest Public Health profile, produced by Public Health England and membership statistics from our XN leisure management system.

Active Sport

Sport and participation in sport still remains an important part of our culture. As a Nation we are still captured by the Olympics, the football World Cup, Rugby Internationals, the London Marathon and many other sporting events. Participating in sport has so many benefits to an individual and as a Trust we will continue to promote and provide opportunities to access it.

Key headlines

- 41% of our adult population participate in sport at least once a week
- 48% of our adults want to do more sport
- 21% of our adults have a club membership
- 67% of our adults are satisfied with local sports provision
- Swimming, going to the gym and fitness classes are the most popular activities
- Sport has a worth of £29 million per year within Arun (wages and spend)

Taken from APS 16/17

What we plan to deliver:

- Encourage physical activity within the Centres

The Centres are integral to providing opportunities to take part in physical activity and sport. Not only do they provide us access to great facilities, but they also provide those participating in activities with the opportunity to try other courses or sessions if they would like to. The team will work with our Centres to compliment and expand the offer available, working with National Governing Bodies, local sports clubs and our own coaching staff. Examples of such opportunities are Back 2 Netball and Badminton Essentials. We will work to identify capacity within our facilities and look to encourage activity within these times.

- Work with existing and identified sports clubs to help develop and encourage membership

We host many clubs at our range of facilities and we will continue to support these going forward. We will also find ways to forge links to existing clubs within the District to provide routes for those wanting to continue to participate in a club environment. Working with National Governing Bodies and local partners we will identify clubs and exit routes and promote these via our website and social media. Where it is appropriate we will work with coaches at these clubs to deliver tasters and coaches programmes to encourage membership. We will also work with Active Sussex to host courses that promote best practice, such as Safeguarding in Sport and First Aid.

- Encourage participation through a quality and diverse programme

We will work to offer new opportunities throughout the year for people to take part in sport, through our Return 2 series, coached programmes, workplace tournament structure and by promoting what our partners are delivering in the District. We will stay up to date with the latest trends and new ideas and trial any new activities where we can. With the closure of the Dome at Littlehampton, we will be working with other local facilities to provide alternative opportunities, such as Littlehampton Academy and the Jubilee Centre. We will work with National Governing Bodies to introduce new activities to the area, such as the Xplorer Orienteering programme, encouraging families to enjoy our local open spaces.

- Support talented athletes to achieve their sporting aspirations

We will continue to provide our Talented Athlete programme. We now have at least 30 spaces available for this programme covering those aged 14 and over. This programme looks to support those competing at County level and above with free access to our Centres for training. We have had many athletes use our programme and we will be creating case studies of these athletes and promoting their success through our media channels. Where appropriate we will be nominating our athletes for the Sussex Sports Awards.

- Engage with National Governing Bodies to deliver quality sports programmes

It is important that we use any given opportunity to work with the National Governing Bodies within our District. This year will be interesting as we learn what the new funding structure for sport will look like through Sport England and how they finance NGB's. Many local resources at NGB level have now disappeared, we will continue to work with those that have resources, such as Netball, Swimming and Football. Where NGB's have limited resources, we will continue to signpost and support where we can.

- Target new people to participate in sport

We will work with partners across the District to identify and encourage those not taking part in physical activity and sport to engage with activities. Using insight from the Sport England Active Lives Survey we will target our programmes to those parts of our population not carrying out the recommended levels of activity. Whilst we will be focussing on creating active habits for life, we will also be ensuring that we support a programme of activity that reflects the demographic within Arun. Where appropriate we will measure the level of activity within participants taking part in our programmes at regular intervals and reflect on this measure as part of our reporting.

Active Ageing

As a Nation we have an ageing population, as our older generation are live longer. Whilst this is a positive outcome from improved health care and standards of living, our ageing populations are also costing our services millions of pounds due to inactivity. If we can encourage our older generation to take part in physical activity, we are supporting more interaction, better mental and physical health and more independence.

Key Headlines:

- 50% of the Arun population is over the age of 50 (77,000)
- 29.5% of those over 55 take part in sport at least once a week
- We could prevent 139 deaths a year if 100% of our 40-79 year olds in Arun increased their physical activity levels
- There are 345 hip fractures a year in Arun in those aged 65 and over
- Arun has the highest fall rate in West Sussex
- The average life expectancy in Arun is currently 82
- 70% of those in Arun over the age of 55 are sedentary

What we plan to deliver:

- Increase opportunities for older people to take part in physical activity

We will look at our programming within our facilities to make sure that we have a good mix of activities on offer and in particular a good range of activities that will attract those over the age of 60. We will also ensure that we are providing opportunities to take part in activities outside of our Centres, with the Walking Programme as an example.

- Grow the exercise referral scheme

We will use 2017-18 to engage fully with key partners such as the Dementia Alliance, Falls Prevention Team, Age UK, GP surgeries, the voluntary sector, the Wellbeing Team and others to create easy, seamless referral pathways for older people to access our programmes. These programmes may be specific health referral routes, but it may be as simple as a referral to our walking programme. We will ensure that each partner has a clear route to make a referral and that the right support network is in place once it has been made.

- Key partnerships with support agencies in Arun

To ensure that we are reaching the right audience, complimenting existing offers and communicating effectively we must ensure that we are working with the right partners. We will ensure that we attend key meetings and forums, such as the West Sussex Older People Physical Activity Forum and the Arun Health and Wellbeing Partnership.

- Unlimited swimming for the Over 75's

Part of Freedom's commitment to the older generation in recognition of an ageing population is to offer Unlimited Swimming for those over the age of 75. We will ensure that we have enough time as part of our pool programming to offer public swimming and that we communicate this offer via all of our marketing channels.

- Falls prevention delivery and support

We have vast experience in falls prevention work. With the recent acknowledgment that Arun has the highest fall rate in West Sussex, it is clear that we need to be working with the right agencies in order to create clear fall prevention pathways. As part of the Arun Falls Prevention Network we will work to train our staff in Postural Support and the Otago programme in order to provide specific falls prevention courses, as well as lower level open access activities such as Tai Chi and walking programmes. Within our activities for older people we will introduce the NHS *** warm up exercises to help in delivering a consistent approach. We will continue our work with the Arun Wellbeing Team in delivering early intervention falls prevention courses.

- Expansion of the walking sports programme

National Governing Bodies are also responding to our ageing population by creating walking versions of their respective sports. We are currently delivering walking football and netball within our facilities and are looking at introducing walking basketball in 2017-18. These sports offer older people the opportunity to access competitive sport in a safe environment, as well as those with limiting injuries. As the sports become established we will look for the opportunity to introduce competitions with other walking sports programmes.

- Development of a 'Full of Life' offer

In Arun, Freedom Leisure offers so many opportunities for the older generation and we are now at a point where we would like to bring these together to market them as our 'Full of Life Offer'. This bespoke package will include discounted activities as part of a membership package, as well as advertise those activities that fall outside of a membership scheme, such as the community choir and the walk programme. We will look to provide a good mix of activities, where a strong social element is present. Working with community partners we will strive to ensure that we are communicating this offer to as many people as possible and where appropriate, utilise these partners to deliver alongside our own staff. We will use the National Older People Day to celebrate and promote these activities each year, with open days at our facilities.

- Dementia friendly swimming

We will use 2017/18 to introduce a Dementia Friendly swimming programme to our leisure centres. We trained 80% of our front line staff in dementia awareness in 2016 and will continue to train remaining staff in 2017. We will become part of the Dementia Alliance in our area and work with organisations and service users to develop programmes that address need. We will look to learn from pilots in Crawley to introduce systems to support people within dementia at our facilities and will work with Arun District Council to look at design considerations for the new facility at Littlehampton.

Active Young People

As a Nation, this is the first time that those having children in this decade, may out-live their children. This is due to inactivity and a lack of good nutrition. As a Leisure Trust we have a responsibility to provide affordable and engaging opportunities for our young people to take part in activity. We also must ensure that the key messages around healthy eating are provided at any opportunity and where we are providing catering, that we provide healthy options. The Freedom Team in Arun engages with young people through many different activities, such as swim lessons, day camps, sports camps, taster sessions, parties, schools coaching and after school clubs.

Key Headlines:

- 30,400 of the Arun population are aged 0-19 years
- 19% of our children are obese (6,000)
- 3,600 of the children in our District live in poverty
- 4.5% of our children 16-18 year olds are NEET's
- 10% of the Arun 0-19 year old population are Freedom members
- 3,300 are on our swim school programme (10%)
- We have 46 concession members (2016), representing just 1.5% of those in poverty

What we plan to deliver:

- Develop fully inclusive programmes

We want to ensure that the activities, sessions and programmes that we deliver are fully accessible partners to develop a concession membership that is meaningful, affordable and easy to communicate to our target audience. The current offer needs reviewing as the number of members is so low. We will be launching a concession membership that is more affordable and the discount on activities will be greater. The criteria for the membership will replicate the criteria used for free school meals so that parents and carers can easily identify with what is required. We will continue to deliver our summer free play programme in areas of most need.

- Work with the Youth Council to develop new activity ideas

The Active Communities Team will look to engage with the Arun Youth Council and other group of young people to create a youth forum where new activity ideas can be discussed. We will look to give the forums a focus project each year, such as increasing participation in young girls and the junior holiday activity programme.

- Work with the Neighbourhood Team to encourage young people away from anti-social activities

We will work with relevant agencies to provide support or to deliver activities that will deter young people from anti-social behaviour. Once we understand the position with Sport England and the Sportivate programme we will work with these organisations to create new opportunities. We will continue to work with the Think Family Team where particular young people and their families have been identified with our bespoke activity offer, encouraging participation. We are now part of the Topic Team in Bognor Regis which is looking specifically at activities in the Town for young people and we will continue to support this where possible.

We will look at projects that have been successful in other partnership areas, such as the Friday Night Project at The K2, to see if there is any leverage in duplicating these in the Arun contract. We will also work with the relevant agencies to identify particular hotspots in the District and look to introduce activity if it is right to do so.

- Work with further education colleges to increase participation in 16-19 year olds

We will identify any relevant forums and partnerships that support increasing activity levels within this particular age group. Much of this work will be steered by the new Sport England announcements on funding and how they plan on supporting this age group, once Sportivate has come to an end. We will continue to work with Further Education Colleges in Arun and across the county in providing leadership training and volunteer opportunities, with events such as the Sussex Parallel Youth Games and our calendar of disability sports competitions in Arun.

- Develop opportunities with Chichester University

We will look to engage with the Bognor Campus in providing preferable rates for memberships and specific activities where we have got capacity at Arun Leisure Centre, for example a no strings badminton session and cheap off-peak swimming rates. We will build on our relationship with the PE students to train them in disability sports awareness and look to provide volunteering and paid work opportunities, with our junior holiday sports programme in particular.

- Deliver school sport programmes including PE and after school club activity

Our main source of income and access to young people is within our schools coaching programme. We will continue to work with our local schools on delivering Sports Premium work, where our coaches work alongside primary school teaching staff to develop the PE delivery in schools and give these teaching staff the confidence and ability to carry on with this higher level of offer once we finish our contract. We will also continue to deliver PPA cover within schools that approach us and deliver after school club opportunities. This work, whilst a vital source of income, also gives us the opportunity to engage with this target audience to promote the other activities delivered within our facilities. This work has helped us in improving our coaching workforce as we are able to invest in training and provide more regular work.

- Encourage physical activity within and outside of our Centres

We will promote the Junior Fitness Challenge each summer to encourage juniors to be active throughout the holiday period. We will track the amount of families who sign up and report on this at the end of the 3rd quarter. We will continue to deliver activities within our holiday programme both within and outside of our sites. This includes day camps, sports camps, Out and About (subject to funding), sports taster sessions and much more.

- Increase activity opportunities for teenage girls

We will use 2017-18 to learn from other case studies of good practice, carry out some consultation and learn from the Sport England insight work, 'Go Where Women are'. This valuable resource provides a fantastic insight in to the behaviours, challenges and motivators on engaging women and girls in to sport and exercise. Other areas such as Crawley, have delivered the Girls Get Active programme with some success and we will learn from projects such as these.

- Support Looked After Children to access physical activity

Freedom Leisure, working with West Sussex County Council and Arun District Council, is committed to supporting LAC's and care leavers by providing a more affordable and incentivised route to those wanting to lead more healthy and active lives. So the LAC, care leaver or the parent/ carer who is with them - will be presenting their Freedom membership card to staff to take advantage of their offer. The LAC membership Card is a Freedom Leisure discount card that's free to children and young people aged 0 to 25 who are on the LAC register for Arun. We will report on the take up of this offer on a quarterly basis. This offer gives the most vulnerable young people in our District the opportunity to access affordable leisure activities. This offer is now being replicated in Crawley and by Impulse Leisure.

Active Workforce

Businesses are being asked to do more in terms of supporting their workforces to be more healthy. From regular breaks, the provision of workplace pensions, minimum wage increases and supporting employees to take part in sport and physical activity. Businesses face rising costs in terms of ill health and absenteeism at work, the current cost to the UK economy is £15 billion per year. NICE guidance supports organisational approaches to workplace health covering policy, safe systems, leadership, mental health and best practice.

Key Headlines:

- Research shows that exercise can reduce absenteeism by 23.5% and that staff turnover can be reduced by 16% (BUPA, 2015)
- Freedom in Arun currently has 24 businesses signed up as corporate partners, offering reduced rates for their staff
- There are over 500 businesses as part of the Arun Business Partnership

What we plan to deliver:

- Seek funding to develop workplace initiatives

We will look to work with any partners, including Active Sussex and NGB's to pursue any projects to support workplace health initiatives. We will need to wait to see how Sport England distributes its funding to see if Workplace Health is still a priority, but we will still promote initiatives such as the online Workplace Health Challenge. We will continue to deliver our workplace competition calendar throughout the year, which includes volleyball, rounders, 5 a side football, badminton and table tennis.

- Address key barriers that will engage with local employers to develop programmes and activities for their employees

We will become an active member of the Arun Business Partnership and use the forum to carry out some consultation work with companies and employees to understand what barriers we have within Arun and what activities would appeal to workforces. Where we can, we will trial some activities and create opportunities to get more people active.

- Promote and grow the corporate business rates to local businesses

We have agreed a further reduction in a monthly membership with the Arun Business Partnership of £26 per month and we are working with the Arun Team to communicate this and will continue to do so at ABP networking events and through the ABP newsletter. We will ensure that the corporate rates are promoted at all of our workplace challenges.

- Championing equality – provide an active and representative workforce to support targeted programmes

Freedom Leisure has an equal opportunities policy around recruitment and we will adhere to this within Arun. We will also endeavour to recruit a mix of staff to suit the needs of our clients across various projects.

- Maximise use of our facilities, programmes and activities to enable local businesses to have a healthy and active workforce.

We will look at any under occupancy within our facilities and programmes to see if we can encourage workplaces to make use of these. This could include activities such as early bird or lunch time swims, 30 minute exercise sessions at lunch times and so on. We will use our links to the ABP to promote these opportunities.

- Provide volunteering and placement opportunities

We will work with Active Sussex and the Business Partnership to communicate any volunteering opportunities and will ensure that training and mentoring is provided where necessary. Opportunities will include the Sussex Parallel Youth Games, our new Xplorer orienteering scheme and any open days that we provide.

Active Communities

Arun has a really varied population, in terms of ages, economic stability, education levels, disability and participation in sport and physical activity. As a District we have some of the most affluent areas in the County, coupled with some of the most deprived pockets of the population. We are also a District that has a real mix of rural and urban villages and towns. Lower income families struggle to make sport and physical activity a lifestyle choice when there is so much pressure on their monthly spend. A person with a disability also faces barriers to including accessibility, finances and transport.

Headlines for Arun:

- 8,500 people are registered with a disability or a work limiting condition in Arun (6.6% of the population)
- 18.9% of these people are taking part in sport at least once a week
- 4.2% of Arun (3,300) are unemployed
- 26% of Arun are earning under £20,000 per annum
- 7.7% of adults in Arun volunteer for at least 1 hour a week in sport
- 25% of Arun's children are living in poverty

What we plan to deliver:

- Consider the principles of IFI at our 2 main leisure centres

The Inclusive Fitness Initiative looks to create a fully accessible gym environment within a leisure facility. We will ensure that the IFI equipment is part of the new facility at Littlehampton and we are looking at Arun Leisure Centre to introduce this equipment where possible. As part of this inclusive approach we will be looking to deliver disability awareness training for our gym and reception teams.

- Facilitate disability sports sessions at our Centres

We would like to engage with relevant partners, such as the West Sussex Parents Forum to find out from the disabled community exactly what they would like to see on offer at our facilities. We will then trial these sessions and build them in to our programming. As part of this work we will be ensuring that our delivery staff receive disability awareness training. Once we are confident that we can provide the best service, we will look to run an open day at each of our main centres.

- Deliver the Sussex Parallel Youth Games

The PYG has been part of our programme for 10 years now and it has grown from strength to strength. This Paralympic style event attracts over 400 disabled young people, as well as 100+ young leaders and adults as volunteers. It is a big part of the sporting calendar for schools within the County. In 2017 the Games are moving to The K2 in Crawley, so that we can cater for more participants and eventually more sports. The K2 is our signature Events venue, working closely with Crawley Borough Council we are introducing a marketplace for information sharing and lots of taster opportunities.

More locally, we play a very proactive role in Sport Without Boundaries, a charity that supports disabled young people to achieve their sporting aspirations. As part of this we help to plan and deliver a calendar of sports competitions for children within our schools, who have a disability or learning difficulty. These children tend to not be chosen for mainstream competitions within schools and these events provide a vital part of their development. As part of this work we build pathways to local sports clubs, such as Middleton and work with their coaches around supporting people with disabilities.

- Develop initiatives to target leisure activity in and for deprived / low income neighbourhoods

We will work with teams at Arun, including the Think Family and Neighbourhood Teams to provide affordable activities for the identified families. The offers will include free swims, 7 day gym passes and a discounted monthly membership which we will monitor on a quarterly basis.

The Team has a history of delivering free play sessions in our deprived wards. These sessions run Monday to Friday throughout the summer holidays, 2 sessions a day. Working with Town and Parish Councils, we source funding to be able to provide these sessions at no cost to the participants. These sessions are targeted at children age 5 to 12 years and the extended families. We attract on average 1,600 children a year to this scheme.

- Develop our social media campaigns to support targeted underrepresented groups

Working with our internal Digital Marketing Team, we will be focussing new membership or activity campaigns on under- represented groups. We aim to find Community Champions within the projects that we deliver, who will be customers willing to be featured throughout our campaigns who represent the groups that we are trying to target. We have started this work already, having a feature on Phillippa, a lady in her 30's looking to become confident in the water. Much of the work that we feature on our Active Communities page will focus on our target groups, such as new mum's, older people and people with disabilities.

- Provide affordable access to key target groups

We are introducing Buggy Walks for parents and their children as a free activity. We have trained up 2 Walk Leaders who run these as volunteers. The first walk was launched in Littlehampton in February, with 19 attending the first walk. We will carry on advertising this through our social media channels and dotmailer.

- Promote and engage with volunteering opportunities

Building on our successful walking programme, where we have a Team of 30 volunteer walk leaders and our PYG programme where we work with over 100 volunteers, we want to provide more volunteer opportunities. We will be providing work placement experiences where possible and will be looking at the outreach events that we support to see if we can provide more opportunities.

Active Health

Inactivity has one of the biggest financial impacts on the National Health Service and other related organisations across the country. The impact of inactivity and poor nutrition can be seen within Arun, through the levels of obesity that we have both within our adults and our children. This inactivity leads to other conditions, such as diabetes, cardiac illnesses and certain cancers. We are also facing rising rates of diagnosis in dementia and mental health conditions. Taking part in activity can have a positive impact on all of these, not only physically but mentally and we have a responsibility to make the pathway to participation as easy as possible.

Headlines for Arun:

- 67% of our adults are overweight or obese
- 19% of our children are obese
- 30% of our adults are completely inactive (40,000)
- 51% of our adults do 150 minutes of physical activity per week
- Physical inactivity costs Arun £2.8 million per year!

What we plan to deliver:

- Grow the exercise referral programme to support all area of health rehabilitation

Within Arun we have a strong and successful Cardiac Rehab, Phase 4 and GP referral programme. The Active Communities Team will look to expand and strengthen this programme by working with relevant agencies to improve access to our facilities and activities for those who have a disability, illness or condition. Building on our strong relationship with organisations such as Coastal Mind, Dimensions, Active Sussex, West Sussex Parents Forum and others, we will work to encourage more groups to use our facilities. Part of this work will be to work with agencies to provide training for staff to improve customer service and awareness. Where necessary we will signpost clients that come to us who require further support, to agencies such as the Wellbeing Team and Coastal Mind. Part of this work will require us to create clear pathways to the different services on offer, along with an affordable package for clients to choose.

- Support the delivery of the Wellbeing Hub activities

A strong and positive relationship with the Wellbeing Team at Arun is vital to the ongoing growth of our referral programmes and in targeting the most under-represented groups in our community. We will continue to be the preferred provider for the Wellbeing Team in delivering courses such as beginners fitness, WISE, learn 2 run and falls prevention. In 2017 we will work with the team further to develop graduation courses that support those who have completed a Wellbeing Course, but are yet to feel confident in making the step to mainstream fitness. These 10 week courses will offer an insight in to the wide variety of activities that are on offer within Freedom Leisure at a level that Wellbeing clients feel comfortable. We will continue to ensure that we provide a discounted membership package for all clients who complete a Wellbeing course.

- Provide a knowledgeable and trained workforce to encourage positive behaviour change

Throughout 2016 we worked with our local Dementia Alliance to deliver dementia awareness training to our frontline staff. We will continue with this partnership throughout 2017 to ensure that we cover all delivery staff, including our swim teachers. We are also looking at finding funding to train our staff in mental health awareness and disability awareness. This training will support our staff to feel more confident in supporting these underrepresented groups.

- Work with key partners and stakeholders to reach the most inactive parts of our community

Our Active Communities Team already has strong relationships with many other organisations throughout the District and we will continue to engage with these partnerships. Throughout 2017 we intend to work more closely with key support agencies, such as Coastal Mind, the Dementia Alliance, West Sussex Parents Forum, Amaze, Cancer United, the PAT Team and the Think Family Team to ensure that the pathways that we offer to our activities is well supported, meets demand and is affordable to these target groups.

- Provide pathways in to our programmes, from a wide range of services, e.g. weight management, smoking cessation, diabetes prevention and NHS health checks

Throughout 2017 we will build on our referral pathways with support services. We will spend time researching other successful referral programmes and build our own, clear and accessible pathway service. Engaging with GP surgeries and other support services we will work to communicate the services on offer at any given opportunity. This work must be done with consultation and research, where there are agreements that can be made quickly and easily, we will do so, but others may take more time and we fully appreciate this.

The Active Communities Team is proactive and motivated to support all of the Arun population to access sport and physical activity and we are fully committed to working with wider partners to deliver this programme.

Qualitative Outcomes and Measures

ACTIVE SPORT				
Project	What are we measuring	Target?	Commentary	Current Stats 2016/17
Adult Sports Courses	Amount of Courses Number of Participants	6 courses 20 participants on each		6 (3 Netball, 1 badminton, 1 walking netball) 105 unique participants
Links with Clubs	Number of clubs where links are created Number of courses hosted	4 clubs per year 1 course per year		Worthing Harriers, Special Olympics Worthing, Arun Indoor Walking Football Club, Arun Foxes and Vixens Netball Club
New Activity	Number of new activities to the programme	2 per year		Walking Netball, Buggy Walks
Talented Athlete Programme	Number of Athletes	25 per year minimum		20 TAP's for 2016/17
Engagement with NGB's	Number of NGB's	2 minimum		Badminton England, England Netball, British Orienteering
Target New People	Number of Adults taking part in activity who report that they are taking part in UP TO 149 minutes of activity per week	50 per annum?	Sourcing information through XN reporting	
ACTIVE AGEING				
Project	What are we measuring	Target?	Commentary	
Grow Exercise Referral Programme	Number of different partners with a referral route created	5 per annum?		Bognor Regis Hospital, Arun Wellbeing (TBC)
Key Partnerships	Number of partnerships that the Team are part of	Commentary provided per quarter		

Unlimited Swimming for Over 75's	Number of Over 75 Swimming Memberships No of Swims	300 per annum	Put bench marks for 2016/17	670
Falls Prevention	Training Completed 2 programmes across sites	2 members of staff 2 programmes started with 15 on each	Reliant on distribution of funds for training and Falls Prevention Network completing action plan	PSI training is being delivered in May 2017
Walking Sports Programme	Number of courses Number of different sports Number of participants	4 courses 3 sports 15 on each course	Some courses will be in non Freedom venues	2 ran in 2016/17 1 x WN and 1 x WF. (19 on WN, WF was a weekly session with an average of 10 participants
Full of Life Offer	Package created and actively promoted	Commentary provided per quarter National Older Peoples Day Event		
Dementia Friendly Swimming	Sessions at ALC and LSSC Number of Participants	At least one session per week at each Centre 15 swimmers per session		Training delivered to front line staff in Sept – Dec 16
ACTIVE YOUNG PEOPLE				
Project	What are we measuring	Target?	Commentary	
Junior Concession Membership	New Membership in Place Number of Members	By June 2017 100 in 2017/18	Pilot to be ran with White Meadows School	
Youth Council	Engagement in Meetings	Commentary each quarter		Support for the AYCA given each year, with free venue for awards
Partnership with Neighbourhood Team	Number of Families Taking up Think Family Membership Number of Free Family Swims	10 per annum 20 per annum		6 think family memberships as of 31 st March 2017

Chichester University	No Strings Session in place Number of participants Number of Off Peak Student Swims	1 per annum at ALC 10 at each session 15 per week?		
School Sports Delivery	Number of Schools Number of After School Clubs Number of Children	5 per term 5 per term 15 per club	Include OFSTED reports if applicable	9 schools and 27 OOSHA clubs in spring term
Encourage Physical Activity	Junior Fitness Challenge Out and About Number of Activities each half term	20 families 1000 attendances At least 5 per half term		38 JFC 1868 O & A
Looked After Children	LAC / GEM memberships	20 memberships per annum	Commentary will be given on the amount of attendances	11 GEM and 15 LAC in 2016/17 (110 visits)
ACTIVE WORKFORCE				
Project	What are we measuring	Target?	Commentary	
ABP membership	Number of corporate Memberships	30 per annum?		10 to date as of 31.3.17
Workplace Tournaments	Number of Tournaments Number of Teams Entered	4 tournaments Target a min 6 teams per tournament		
Volunteer Opportunities	Number of Volunteers Engaged with Events	10 per annum?		115 different young leaders in 2016-17
ACTIVE COMMUNITIES				
Project	What are we measuring	Target?	Commentary	
Deliver disability awareness sessions for delivery staff	Number of staff attending awareness training	50		
Focus groups with WS Parents Forum or Compass Card families	Focus group or stakeholder survey carried out	50 responses		
Parallel Youth Games	Delivery of Games Number of Participants	400 participants		400 young athletes, 75 young leaders
Sport Without Boundaries	Number of tournaments Number of	6 300		7 tournaments 330 young

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	participants			people
Out and About throughout the summer holidays	Number of Participants	1600		1868 in 16-17
Think Family Memberships	Number of swim passes used Number of gym passes used Number of memberships	30 30 10		6 memberships
Buggy Walks	Number of Walks set up (new one in Bognor Regis) Number of participants	2 200		2 walks, 9 delivered in 2016/17 with 110 walkers
ACTIVE HEALTH				
Grow the exercise referral programme	Number of different referral pathways Number of participants	10 ??		
Support Wellbeing Delivery	Number of different courses delivered Number of participants			10 courses ran with 108 participants.
Mental Health Training	Front line staff attending mental health awareness training	50 staff		
Work with Key Partners	Number of partners worked with			

We will ensure that 6 hours per week within our facilities are given to community development activities.

AGENDA ITEM NO. 10ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 30 MAY 2017

Recommendation Paper

Subject : Work Programme for 2017/2018

Report by : Jackie Follis – Group Head of Policy

Report date : 16 May 2017

EXECUTIVE SUMMARY

The Council's Constitution requires that the Overview Select Committee makes a report annually on its future work programme and amended working methods, where appropriate.

The Committee was presented with a draft work programme at its last meeting so that Members could consider topics that they would like to cover in the 2017/2018 year so that these could be discussed with the relevant officers and a work programme developed for discussion at this meeting of the Committee. The proposed work programme is attached as Appendix 1 to this report.

RECOMMENDATION

It is recommended to Full Council that:

1. the Overview Select Committee's work programme for 2017/18, as developed at the meeting be approved; and
2. the Chairman and Vice-Chairman continue to monitor any changes needed to the work programme and report these to the Committee as required.

1.0 BACKGROUND

- 1.1 The Council's Constitution at Scrutiny Procedure Rule 5.1 confirms the requirement for the Committee to present its work programme annually to Full Council for approval. The Committee then has authority to change its work programme during the year subject to prior consultation with the Group Head of Policy, and taking into account available resources.

1.2 The work programme for 2016/2017 focused on the key areas of the Committee's responsibilities. It included the Committee acting as a consultee/undertaking a Strategy Review on the 2020 Vision work and on the Shared Services project as these progressed. The Committee also received regular updates on joint scrutiny across West Sussex; and aimed to hold Cabinet Members to account through questions and updates and their involvement in the presentation of reports.

2.0 DEVELOPING A WORK PROGRAMME FOR 2017/2018

2.1 The Chairman and Vice-Chairman welcome suggestions from Members of the Committee on what issues they would like to develop or review over the coming year working to the key themes of the Committee's responsibilities, namely:

- Policy/Strategy Reviews
- Performance Reviews
- Contractor/Partner Performance Reviews
- Partner Reviews
- Feedback from Joint Scrutiny in West Sussex
- Holding Cabinet to account

2.2 The items so far identified by the officer team that could come forward in the coming year were outlined to Members at the last meeting of the Committee – in summary these were:

Date	Topic	Reporting to
30 May 2017	<i>Performance Review - The Leisure Contract – Freedom Leisure's performance – one year on</i>	Cabinet – 19.06.17
25 July 2017	<i>Policy Review - Corporate Plan performance outturn for 2015/16</i>	Cabinet 17.07.17
	<i>Policy Review - Service Delivery Plan performance outturn for 2015/16</i>	
26 September 2017	<i>Policy Review - Local Housing Company</i>	Cabinet – 16.10.17
	<i>Performance Review – Review of the Local Plan</i>	Cabinet – 16.10.17
21 November 2017	<i>Policy Review – Council's Filming & Photographic Policy</i>	Cabinet 11.12.17
23 January 2018	<i>Strategy Review – Council Budget 2018/19</i>	Cabinet 12.02.18
	<i>Policy Review - Corporate Plan Q2 performance update for 2016/17</i>	
	<i>Policy Review - Service Delivery Plan Q2 performance update for 2016/17</i>	
20 March 2018	<i>Policy Review - Engineering Services Annual Review</i>	Cabinet 09.04.18

2.3 It is recognised that the work programme can seem repetitive and with the Council half way through its 4 year term, the Committee may wish to consider taking a different approach for the coming year. In proposing topics, Members are recommended to take a challenging approach and consider:

1. Is the subject important?
2. Will a review bring value?
3. What will be the outcome of looking at this subject again?

2.4 The two areas that the Committee may particularly wish to review are:

- (i) how Cabinet Members are “held to account”; and
- (ii) whether the format for receiving Joint Scrutiny updates is working.

3.0 CONCLUSIONS

3.1 The Committee has the opportunity to consider how it wishes to approach its work programme for the coming year to fulfil its responsibility of scrutinising the work of the Council. Once agreed, the work programme will be an evolving document, subject to ongoing review reflecting changes in priorities and how the Council is working.

3.2 The Committee’s views are welcomed so that it can approve and recommend onto Full Council its work programme for 2017/18.

Background Paper: [Council's Constitution](#)

Contact: **Jackie Follis – Group Head of Policy** 01903 737611

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**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2017/2018**

Date of Meeting: 30 MAY 2017			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Petition from Walberton Parish Council – Tuppens Field, Walberton	Neil Crowther [Group Head of Planning]	Petition Received by the Council on 18 April 2017
2	The Council's Filming/Photographic Policy	Jackie Follis [Group Head of Policy]	Deferred to 21 November 2017 – agreed by Cllr Elkins
3	Service Reviews – Update [Following Shared Services]	Paul Warters [Director of Transformation]	Deferred to 25 July 2017 – agreed by Cllr Dingemans
Performance Reviews			
	There are no items for this meeting		
Contractor/Partner Performance Reviews			
4	Review of the Leisure Contract - Freedom Leisure's Performance – one year on	Robin Wickham [Group Head of Community Wellbeing]	Deferred from 21 March 2017 Meeting
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
5	Minutes from the Sussex Police and Crime Panel held on 7 April 2017 – Are there issues that the Committee would like the Council's nominated representatives to raise	Cllr M Clayden/Cllr A Cooper	
Holding Cabinet to account			
6	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
7	To agree the work programme for 2017/2018	Jackie Follis [Group Head of Policy]	To be reported to Full Council on 12.07.17

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2017/2018**

Date of Meeting: 25 JULY 2017			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Service Reviews – Update	Paul Warters [Director of Transformation]	Deferred from 30 May 2017 meeting – agreed by Cllr Dingemans
2	Data Protection Policies	Liz Fatcher [Group Head of Council Advice & Monitoring Officer]	Request by the Chairman to cancel Special Meeting on 22 June and consider at this meeting
Performance Reviews			
3	Corporate Plan 2013-2017 Performance outturn for 1 April 2016 to 31 March 2017	Gemma Smith [Executive Assistant to CEO]	Review of end of year performance
4	Service Delivery Plan 2013-2017 Performance outturn for 1 April 2016 to 31 March 2017	Gemma Smith [Executive Assistant to CEO]	Review of end of year performance
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
5	Feedback from Police and Crime Panel Meeting – 30 June 2017	Cllr Clayden/Cllr A Cooper	
6	Feedback from Meeting of HASC held on 7 July 2017	Cllr Blampied	
Holding Cabinet to account			
7	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan and Service Delivery Plans	All Cabinet	
Work Programme			
8	Work Programme – 2016/17 – Update	Jane Fulton [Committee Manager]	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2017/2018**

Date of Meeting: 26 SEPTEMBER 2016			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Local Housing Company	Andy Elder [Housing Strategy & Delivery Manager] Karl Roberts [Director of Place]	Added to the Forward Plan on 2 May 2017
2	Condition Survey of Housing Stock – TBC or November meeting	Brian Pople [Head of Housing]	Requested at Committee on 24.1.17
3	Review of the Local Plan - TBC	Karl Roberts [Director of Place]	Requested by the Committee in setting its 16/17 programme
Performance Reviews			
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
4	There are no items for this meeting		
5	There are no items for this meeting		
Holding Cabinet to account			
6	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
7	Work Programme 2016/17 – Update	Jane Fulton [Committee Manager]	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2017/2018**

Date of Meeting: 21 NOVEMBER 2017			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Leisure Strategy Update - TBC	Robin Wickham [Group Head of Community Wellbeing]	Agreed when setting 2016/17 programme
2	The Council's Filming/Photographic Policy	Jackie Follis – [Group Head of Policy]	Deferred from 30 May 2017 due to Parliamentary Election
Performance Reviews			
3	Feedback from Council Tax Review – Scheme for 2018	Sue Priest [Benefits Manager]	Annual Review
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
4	Feedback from Meetings of HASC held on 29 September and 9 November 2017	Cllr G Blampied	
5	Feedback from the Meeting of the Sussex Police and Crime Panel held on 6 October 2017	Cllr M Clayden/Cllr A Cooper	
Holding Cabinet to account			
7	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
8	Work Programme 2016/17 – Update	Jane Fulton [Committee Manager]	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2017/2018**

Date of Meeting: 23 JANUARY 2018			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Council Budget – 2018/2019	Alan Peach [Group Head of Corporate Support]	
Performance Reviews			
2	Corporate Plan 2013-2017 Performance update for April to September 2017	Gemma Stubbs [Executive Assistant to CEO]	
3	Service Delivery Plans – Quarter 2 Performance Out-turn Report for April to September 2017	Gemma Stubbs [Executive Assistant to CEO]	
4	New Council Performance Priorities 2018-2021 and proposed set of accompanying Corporate Plan and Service Delivery Plan (SDP) indicators	Gemma Stubbs [Executive Assistant to CEO]	Added to the Forward Plan on 2 May 2017
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
5	Feedback from Meetings of HASC held on 17 January 2018	Cllr G Blampied	
6	Feedback from Sussex Police and Crime Panel Meeting held on 19 January 2018	Cllr M Clayden/Cllr A Cooper	
Holding Cabinet to account			
7	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan	All Cabinet	
Work Programme			
8	Work Programme 2015/16 – Update	Jane Fulton [Committee Manager]	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2017/2018**

Date of Meeting: 20 MARCH 2018			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Engineering Services Annual Review	Roger Spencer [Engineering Services Manager]	Scrutinising performance over the winter months on coastal and drainage matters
2	Concessions Review	Paul Broggi [Property & Estates Manager]	Requested by the Vice-Chairman [January 2017]
Performance Reviews			
	There are not items for this meeting		
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
3	Feedback from Meetings of HASC held on 8 March 2018	Cllr G Blampied	
Holding Cabinet to account			
4	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
5	Work Programme 2017/18 – Update and Ideas for Work Programme 2018/19	Jackie Follis [Group Head of Policy]	