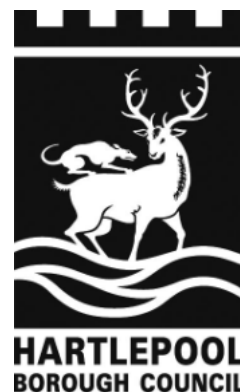


# **CULTURE, LEISURE AND TOURISM PORTFOLIO**

## **DECISION SCHEDULE**



**Tuesday, 16 November 2010**

**at 10.00 am**

**in Committee Room C, Civic Centre, Hartlepool**

Councillor H Thompson, Cabinet Member responsible for Culture, Leisure and Tourism will consider the following items.

**1. KEY DECISIONS**

No items

**2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Christmas & New Year Opening Arrangements – Sport & Recreation Facilities – *Director of Child and Adult Services*
- 2.2 Community Pool 2010/2011 - Belle Vue Community Sports & Youth Centre – *Director of Child and Adult Services*
- 2.3 Mill House Leisure Centre - Review Of Swimming Admissions Policy For Children – *Director of Child and Adult Services*

**3. ITEMS FOR INFORMATION**

- 3.1 Coastal Access – Durham Coastline – *Director of Regeneration and Neighbourhoods*
- 3.2 Adult And Community Services Departmental Plan 2010/2011 – 2<sup>nd</sup> Quarter Monitoring Report – *Director of Child and Adult Services*

**4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items



# **CULTURE, LEISURE AND TOURISM PORTFOLIO**

Report To Portfolio Holder

**16 November 2010**

**Report of:** Director of Child & Adult Services

**Subject:** CHRISTMAS & NEW YEAR OPENING  
ARRANGEMENTS – SPORT & RECREATION  
FACILITIES

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## **SUMMARY**

### **1. PURPOSE OF REPORT**

To request the approval of the Portfolio Holder for the proposed public opening hours of the Departments Sport and Recreation facilities over the Christmas and New period of 2010/2011.

### **2. SUMMARY OF CONTENTS**

The Single Status Agreement introduced in 2007 relating to the local working arrangements of Council staff requires staff to normally take holiday between the Christmas and New Year period. However, Sport and Recreation facilities, for example Mill House Leisure Centre, have normally remained open during this period, closing early on Christmas Eve and New Years Eve and only closing fully on the statutory bank holidays. However, the pattern of the statutory bank holidays is unusual this year and there are grounds for an extended closure on this occasion.

### **3. RELEVANCE TO PORTFOLIO MEMBER**

Culture, Leisure and Tourism Portfolio includes Sport and Recreation.

### **4. TYPE OF DECISION**

Non-key.

### **5. DECISION MAKING ROUTE**

Culture, Leisure and Tourism Portfolio 16 November 2010.

### **6. DECISION(S) REQUIRED**

The Portfolio Holder is asked to approve the proposed opening and closure hours to operate for the Christmas and New Year holiday period 2010/2011 at the Department's Sport and Recreation Facilities.

**Report of:** Director of Child & Adult Services

**Subject:** CHRISTMAS & NEW YEAR OPENING  
ARRANGEMENTS – SPORT & RECREATION  
FACILITIES

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## **1. PURPOSE OF REPORT**

- 1.1. To request the approval of the Portfolio Holder for the proposed public opening hours of the Departments Sport and Recreation facilities over the Christmas and New period of 2010/2011.

## **2. BACKGROUND**

- 2.1 In 2007, the Single Status Agreement for the Council set out the principle that staff would be expected to normally take holiday between the Christmas and New Year holiday period. However, staff working at the sport and recreation facilities have always been an exception to this as working in a leisure related field, there is an expectation from customers that services will be available.
- 2.2 Traditionally, the facilities are not open on statutory bank holidays. This has been the case for some years now owing to the high staff costs incurred on these days and low throughput. Typically, they also close early on Christmas Eve and New Years Eve, again due to extremely low demand beyond 5.00pm. However, they are opened on other days during the holiday period and tend to be much busier.
- 2.3 In 2010/2011, the holiday calendar is however quite unusual with Christmas Day, Boxing Day and New Years Day each falling on a weekend with additional bank holidays following immediately afterwards. Under the normal historic arrangements, the facilities would therefore close at 5.00pm on Christmas Eve, remain closed until December 29, close at 5.00pm on New Years Eve, be closed on New Years Day, open on January 2, close on the additional bank holiday of January 3 and re-open on January 4.
- 2.4 As the Portfolio Holder will appreciate, this makes for a complicated and confusing scenario for customers to understand when it is proposed that much simpler arrangements could be put in place by closing for an extra day on January 2 with the exception of Grayfields which needs to accommodate a full programme of league match fixtures. In previous years when the statutory holidays fell on weekends, similar arrangements have been put in place.

- 2.5 In addition to this, the demand experienced over the years for use of the facilities for the period falling in-between Christmas and New Year differs from site to site dependant on local conditions and the type of activities on offer. It is therefore proposed to vary these hours accordingly.
- 2.6 Proposed opening arrangements are therefore attached at **Appendix 1**.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 The purpose of the recommendation is to avoid a potentially confusing situation for the public. However, there would be a saving made on staff costs as staff would be required to take holiday whilst the facilities were closed. Normally all staff leave would have to be covered at additional cost but under these circumstances, this would not be necessary.

### **4. RECOMMENDATIONS**

- 4.1 The Portfolio Holder is asked to approve the opening arrangements proposed for the Sport and Recreation facilities during the Christmas and New Year holiday period for 2010/2011.

**CONTACT OFFICER:** Pat Usher, Sport and Recreation Manager

## Christmas & New Year Facility Proposed Opening Hours 2010/2011

			Mill House LC	Headland Sports Hall	Borough Hall	Grayfields Pavilion	Summerhill	Brinkburn Pool
Friday	24/12/2010	Xmas Eve	Close @ 5.00pm *	Close @ 5.00pm *	Bookings Dependant Close @ 5.00pm *	Close @ 5.00pm *	Close @ 4.00pm *	Closed
Saturday	25/12/2010	Xmas Day	Closed	Closed	Closed	Closed	Closed	Closed
Sunday	26/12/2010	Boxing Day	Closed	Closed	Closed	Closed	Closed	Closed
Monday	27/12/2010	Bank Holiday	Closed	Closed	Closed	Closed	Closed	Closed
Tuesday	28/12/2010	Bank Holiday	Closed	Closed	Closed	Closed	Closed	Closed
Wednesday	29/12/2010		Normal Opening Hours	Weekend Hours Close @ 5.00pm *	Bookings Dependant Close @ 5.00pm *	Closed *	Closed *	Closed
Thursday	30/12/2010		Normal Opening Hours	Weekend Hours Close @ 5.00pm *	Bookings Dependant Close @ 5.00pm *	Closed *	Closed *	Closed
Friday	31/12/2010	New Years Eve	Close @ 5.00pm *	Close @ 5.00pm *	Bookings Dependant Close @ 5.00pm *	Closed *	Closed *	Closed
Saturday	01/01/2011	New Years Day	Closed	Closed	Closed	Closed	Closed	Closed
Sunday	02/01/2011		Closed *	Closed *	Closed	League Matches Weekend Hours Close @ 5.00pm *	Closed *	Closed
Monday	03/01/2011	Bank Holiday	Closed	Closed	Closed	Closed	Closed	Closed
Tuesday	04/01/2011		Normal Opening Hours	Normal Opening Hours	Normal Opening Hours	Normal Opening Hours	Normal Opening Hours	Normal Opening Hours

\* **PROPOSED CLOSURE**

## **CULTURE, LEISURE AND TOURISM PORTFOLIO**

**16 November 2010**



**Report of:** Director of Child & Adult Services

**Subject:** COMMUNITY POOL 2010/2011 -  
BELLE VUE COMMUNITY SPORTS & YOUTH  
CENTRE

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

The purpose of this report is to advise and seek approval for the level of grant award to Belle Vue Community Sports and Youth Centre from the Community Pool for 2010/2011.

#### **2. SUMMARY OF CONTENTS**

The Community Pool budget for the 2010/2011 financial year has been set at £494,658. After Round 1 the total balance available for distribution in Round 2 is £92,102.

An application for funding is being presented from Belle Vue Community Sports and Youth Centre. Officers are recommending that an award of £22,603 is approved as a contribution to the core costs of the group. Details of this application are included in the body of this report.

#### **3. RELEVANCE TO PORTFOLIO**

Two members of Grants Committee declared an interest in the Belle Vue Community Sports and Youth Centre so therefore the grant application could not be heard at that meeting and was therefore referred to Culture, Leisure & Tourism Portfolio for determination.

#### **4. FINANCIAL IMPLICATIONS**

Officers are recommending that a grant of £22,603 is approved for Belle Vue Community Sports and Youth Centre as a contribution to the core costs of

the group. This will leave a balance in the Community Pool of £69,499 to be committed at a later date.

**5. TYPE OF DECISION**

Non-key

**6. DECISION MAKING ROUTE**

Culture, Leisure & Tourism Portfolio on 19th October 2010.

**7. DECISION(S) REQUIRED**

The Portfolio holder is recommended to approve:

1. Grant aid to Belle Vue Community Sports and Youth Centre of £22,603 for 2010/2011 as recommended and detailed in paragraph 4 of the report.
2. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
3. The balance of the Community Pool, £69,499 to be considered for allocation against bids at future meetings within the 2010/2011 financial year.

**Report of:** Director of Child & Adult Services

**Subject:** COMMUNITY POOL 2010/2011  
BELLE VUE COMMUNITY SPORTS & YOUTH  
CENTRE

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**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to advise and seek approval for the level of grant award to Belle Vue Community Sports and Youth Centre from the Community Pool for 2010/2011.

**2. BACKGROUND**

- 2.1 At a meeting of the Grants Committee on 17th July 2010 Officers presented a report from Belle Vue Community Sports and Youth Centre for Members consideration. However, two members of the Committee declared an interest in this application therefore it could not be heard by the Grants Committee and consequently it was referred initially to Cabinet then to Culture, Leisure & Tourism Portfolio for consideration.
- 2.2 With the budget for 2010/2011 being set at £494,658 and it being substantially oversubscribed for 2010/2011 Officers have taken a very cautious approach in relation to the formulation of the level of funding recommended for applicant groups. In Round 1 and Round 2 some applicants requested substantial increases on last years grants usually because a funding stream which was previously used to match local authority funding has come to an end. However, it should be made clear that council funding cannot replace other funding streams that have ended and that groups should exhaust all other funding opportunities before applying for council funding.
- 2.3. There is one application which is being recommended for approval at this meeting. This application is from Belle Vue Community Sports and Youth Centre which has been supported with funding from the Community Pool previously.

**3. APPLICATION FOR FUNDING FROM BELLE VUE SPORTS AND YOUTH CENTRE (BVCS&YC).**

- 3.1 In relation to the Community Pool criteria, which is attached as **Appendix 1** BVCS&YC fall into category iv. *other organisations/groups who provide valuable services with measurable outcomes for the benefit of Hartlepool residents living in the most disadvantaged wards.* It is recognised that



Category iv organisations do contribute to the overall community activity and do address some of themes of the Community Strategy.

- 3.2 Belle Vue Community Sports and Youth Centre has benefitted from funding from the Community Pool in recent years. In the 2008/2009 financial year BVCS&YC was awarded £23,750 from the Community Pool as a contribution towards core costs. BVCS&YC did make an application to the Community Pool for the 2009/2010 financial year but the application was not processed because the group was unable to provide the necessary documentation, including their annual accounts, to enable Officers to make an informed recommendation in relation to that application.. At the end of the 2009/2010 financial year as the information was still not forthcoming the application for 2009/2010 was withdrawn.
- 3.3 BVCS&YC has now submitted an application for the 2010/2011 financial year for £47,500 as a contribution towards core costs including the salary costs of three key posts: a Centre Manager, a Caretaker and a Finance Officer.
- 3.4 During the 2010/2011 financial year BVCS&YC will work with 40 hard to engage families encouraging and enabling them to access services to find solutions to their daily problems regarding money, parenting, health, employability etc in order to improve community cohesion.
- 3.5 BVCS&YC will work with in excess of 500 young people each week, to reduce issues experienced by young people such as bullying, teenage pregnancy, underage drinking, crime and anti-social behaviour, obesity and other health issues and low achievers encouraging them to learn new skills raising their aspirations and assisting them to become more employable.
- 3.6 As BVCS&YC has now provided all the documentation to support their application Officers are able to make an informed recommendation in relation to the application for 2010/2011.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 BVCS&YC has requested a grant of £47,500 as a contribution towards the salary costs of three key posts: a Centre Manager, a Caretaker and a Finance Officer. This request is a substantial increase on the level of grant which was approved for 2008/09 and as resources are limited Officers are unable to recommend an award at this level.
- 4.2 Officers are recommending that a grant of £22,603 be approved as a contribution towards core costs including a 50% contribution to the salary costs of two key posts within the organisation: an Operations Manager and a Finance Officer for the remainder of the financial year. It is this sum which is being considered by Cabinet today.

- 4.3 The determination of levels of grant aid involves officers collating information in order to determine an individual service specification/grant acceptance. Upon confirmation of grant aid, this agreement confirms expected outcomes and targets to be achieved, which then becomes part of the monitoring process.
- 4.4 Officers are therefore recommending that a grant of £22,603 be approved for Belle Vue Community Sports and Youth Centre for 2010/2011 as a contribution to the organisations core costs including a 50% contribution to the salary costs of a Centre Manager and a Finance Officer, for the remainder of the financial year.

#### **4. RECOMMENDATION**

The Portfolio Holder is recommended to approve:

1. Grant aid to Belle Vue Community Sports and Youth Centre of £22,603 for 2010/2011 as recommended and detailed in paragraph 4 of the report.
2. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
3. The balance of the Community Pool, £69,499 to be considered for allocation against bids at future meetings within the 2010/2011 financial year.

**CONTACT OFFICER:** John Mennear, Assistant Director (Child & Adult Services)

#### **Background Papers**

Application to Community Pool 2010/2011: Belle Vue Community Sports & Youth Centre

Report to Grants Committee 17 July 2010



# **HARTLEPOOL BOROUGH COUNCIL**

## **COMMUNITY POOL 2010/2011**

### **CRITERIA AND GUIDANCE NOTES FOR APPLICANTS**

The main aim of the Community Pool is to support those aspects of the activities of the voluntary/ community/not for profit sector that clearly reflect the aspirations of the Council's Community Strategy and Neighbourhood Renewal Strategy.

### **HARTLEPOOL AMBITION**

#### **COMMUNITY STRATEGY AND NEIGHBOURHOOD RENEWAL STRATEGY 2008-2020**

Within the main strategic document, there are 8 aims and themes, which are clearly set out as priorities:-

- Jobs and the Economy
- Life Long Learning and Skills
- Health Care
- Community Safety
- Environment
- Housing
- Culture and Leisure
- Strengthening the Communities

### **CORPORATE STRATEGY**

The Council has identified within the Community Strategy's aims and themes a number of corporate strategy priorities. The main objective of the Community Pool is to support the activity of strengthening communities.

Community Pool resources are targeted to vulnerable sectors of the community and to those organisations delivering effective and appropriate services that complement the Authority's strategic aims, "to empower individuals, groups and communities and increase the involvement of citizens in all decisions that affect their lives".

Within the Strengthening Communities theme are a number of objectives which groups funded from the Community Pool can collaborate with the Council to achieve its corporate objectives:-

- To empower local people to take a greater role in the planning and delivery of services and strategies that affect their individual lives, their local neighbourhood and the wider community.
- To increase opportunities for everyone to participate in consultation, especially "hard to reach" groups and those communities affected.
- To improve the accessibility of services and information ensuring that providers address the varied needs and requirements of the whole community.
- To fully value the voluntary and community sector and to support them to secure their long-term future through contracted service delivery, promoting volunteering and the agreement of longer term funding settlements.
- To ensure Hartlepool is a cohesive community where there is a sense of belonging for all and where people of different backgrounds, circumstances and generations are able to get along free from discrimination and harassment.

In order to identify the most disadvantaged communities for the purposes of assessing applications to the Community Pool, the rankings found in the Index of Multiple Deprivation 2004 will be used to ascertain the nature of deprivation in Hartlepool.

The following ward is in the top 1% of deprived wards nationally: **Stranton**.

The following wards are in the top 5% of deprived wards nationally: **Owton, Dyke House, Brus, St Hilda**.

The following wards are in the top 10% of deprived wards nationally: **Grange, Rift House.**

**Groups targeting areas of greatest disadvantage in the town will receive a higher priority for funding.**

Weightings will be applied to grant applications depending on the location of the applicant organisation and the area they serve.

### **FUNDING CATEGORIES**

The Community Pool funding categories are as follows:-

**(i) PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE. This includes:-**

**Those groups/organisations that provide services to support disadvantaged individuals. Groups may require specialist expertise, e.g. Legal advice, debt counselling, and self-improvement opportunities.**

Applications from those groups providing services that directly complement the services provided by the local authority and are considered strategically important will receive priority particularly those who provide:-

- Legal advice and guidance.
- Income generation, credit union support and debt counselling.
- Voluntary sector infrastructure support: accreditation, management, fundraising.
- Counselling services.

**(ii) COMMUNITY DEVELOPMENT/CAPACITY BUILDING INITIATIVES. This includes:-**

**those groups which support the development of community capacity, including the formation of tenants and residents groups, and seek to improve interaction between local residents and statutory service providers, including local partnerships and networks and groups working proactively to facilitate the engagement of disadvantaged sectors, to encourage them on to the first step and then signpost them onto provision elsewhere, if necessary, providing support and training to encourage self help.**

Applications from local community groups, particularly those who actively provide:-

- Advocacy in relation to issues affecting the voluntary sector.
- Support to strengthen voluntary sector infrastructure; accreditation, management.
- Support with fundraising.
- Support to volunteers.
- Development of capacity building projects/activities.

**(iii) ESTABLISHED GROUPS WHO HAVE NOT PREVIOUSLY BEEN SUPPORTED FROM THE COMMUNITY POOL**

**Groups who are considered to be established i.e. who have been fully constituted for in excess of 2 years, who have not been awarded grant aid from the Community Pool previously can apply for financial support if they are meeting the aims and objectives of the Community Pool.**

**(iv) OTHER ORGANISATIONS/GROUPS. This includes:-**

All applications, which do not fall into the other 3 categories, but provide valuable services with measurable outcomes for the benefit of Hartlepool residents living in the most disadvantaged wards, can be considered for funding.

**ALLOCATION OF FUNDING FROM THE COMMUNITY POOL**

Funding is offered on a two-tier system.

**➤ 3 YEAR REVENUE TAPERED GRANT**

Groups can apply for a 3 year tapered funding agreement in principle subject to budgetary availability. In the second and third years of the agreement, grant recipients will be afforded, in principle, 75% and then 50% of the award made in Year 1. Under this scheme, groups cannot apply for funding from the Community Pool in year 4.

**➤ 1 YEAR REVENUE TAPERED GRANT**

1 year funding with applications being processed alongside all others in subsequent years.

Grant aid will only be approved for revenue funding to support organisational running costs. A funding formula will be applied with the main priority being the staffing costs of a group. Key posts within an organisation, as identified by the Community Resources Manager, can be supported with a percentage of salary costs.

Applicants should note that:-

Capital works will not be supported, i.e.

New applications for initiatives in areas currently benefiting from regeneration initiative funding will receive a lower priority.

Play initiatives will receive a lower priority because of the alternative funding sources e.g. Play Opportunities Pool.

**There is no upper limit in relation to the amount applied for from the Community Pool, but applications for less than £5,000 will not be considered from the Community Pool but will be signposted to other funders.**

**MONITORING OF GRANT AID**

All grant aid is managed through a funding agreement, which includes the terms and conditions, under which grant aid has been awarded.

The spend and the outputs/benefits relating to the grant will be monitored and if it is found that grant aid has not been spent appropriately or outputs/benefits not achieved then measures may be taken to reclaim the grant.

**APPEALS PROCEDURE**

Groups applying to the Community Pool will be given the opportunity to appeal against a decision made by the Grants Committee in respect of their application for funding. An appeal must be made in writing, as it will be presented to the Grants Committee for their consideration.

# THE APPLICATION PROCESS

These guidance notes are here to help you complete the application form.

Please read through them and refer to them while you complete the application.

## WHO MAY APPLY?

- Voluntary and community organisations serving residents of Hartlepool who have been constituted for in excess of 2 years.
- Organisations whose aims and objectives fit within the Council's strategic objectives (see criteria) and the main objective of the Community Pool which is to support the activity of strengthening communities.

## WHAT DOES THE APPLICATION PROCESS INVOLVE?

The process consists of a tiered approach:-

1. The Community Resources Manager makes an assessment of the application to establish if it meets the criteria of the Community Pool.
2. If the application meets the criteria, then a level of grant aid is formulated based on information provided and allowing for Council priorities and the circumstances relating to the application.
3. A report detailing the recommendations is presented to the Members of the Grants Committee for their approval.
4. Applicant organisations will be informed of the Grants Committee decision when the minutes of the meeting have been published and have come into effect.
5. Documentation relating to any grant award is prepared by the Community Resources Manager and despatched to the applicant organisation, who must accept the terms and conditions of the award before any payment of grant can be made.
6. Once the grant terms and conditions have been accepted, funding can be released. Normally grant aid is paid in 2 instalments via the BACS system.

## WHAT CAN YOU USE GRANT FOR?

Core running costs – salary costs of key staff, rent, gas, electricity, water bills.

## HOW IS YOUR APPLICATION ASSESSED?

We will look at:-

- Whether your application fits the aims of the Council and the criteria and objectives of the Community Pool.
- Who in the community will benefit and whether there is a real need for your services or activities.
- Your financial status.
- Other financing arrangements and fundraising activities.
- Whether the budget of the organisation is realistic.

## YOUR RESPONSIBILITY

- All successful applicants are expected to monitor their services provision and activities and expenditure of grant aid in relation to these services. An annual monitoring form must be completed.
- Successful applicants are required to acknowledge the Council's support in any publicity material produced.
- You must notify the Community Resources Manager immediately if for any reason you are not able to comply with the terms and conditions of grant aid.

## COMPLETING THE APPLICATION FORM

- Applicants are required to complete all sections of the application form. If this is not possible, please explain why on a separate sheet. Incomplete applications will be returned.
- Please complete all sections fully, reference to your annual report/accounts is not appropriate and will not be accepted.
- The next part of these guidance notes attempts to further explain certain questions in the application form. Not all questions are listed here, as we consider they are self explanatory.

### Section 1

#### Tell us about your organisation

##### Question 2

The main applicant or contact must be someone who we can contact during the day in office hours about this application.

##### Question 14

The Council needs to be assured that you are in a stable financial situation and that your Accounts are in order. *Please attach supporting documents.*

### Section 2

#### Tell us about the grant you are requesting

##### Question 16

Please identify which grant you are applying for. A one-year grant award will be considered with no onus on the Local Authority to fund the organisation in subsequent years. A three-year tapered grant can be offered (with no formal agreement being made for years 2 and 3 because the Council's budget setting is done on an annual basis). In the second and third years of the agreement grant recipients will be offered, in principle, 75% and then 50% of the award made in Year 1. Under this scheme, groups cannot apply for funding from the Community Pool in year 4.

##### Question 19

The Council would like evidence that you are proactively trying to raise money from other non Council sources.

### Section 3

#### Tell us about who will benefit from this grant

##### Question 21

Please give a realistic figure for the number of people and type of groups who will benefit. Do not put 'all members of the public'.

##### Question 23

Only organisations that are based in Hartlepool or serve Hartlepool residents may apply.  
The Council wants to distribute funds to areas in need. We need to know where the people live who will be able to access your services.



**Question 25**

Be realistic. Please only tick those categories that your organisation really serves. You will not increase your chances of receiving a grant by ticking more boxes.

**Section 4**

**Questions 26 and 27**

Be realistic. Please only tick those themes and objectives that relate to the services or activities your organisation carries out.

**Question 29**

Please attach a separate sheet if necessary. **Be sure to include quantitative and qualitative outputs as this information will form the basis of any offer of grant aid.**

**Section 5**

**Additional Information**

Failure to provide additional documentation, as requested, could result in a delay in the processing of your application.

If possible, please return your application form and additional information electronically or if that is not possible, a hard copy can be posted. Please be sure to put sufficient postage on the envelope or your application may miss the deadline.

**Any applications received after the deadline will not be considered.**

## **CULTURE, LEISURE AND TOURISM PORTFOLIO**

Report To Portfolio Holder

**16 November 2010**



**Report of:** Director of Child & Adult Services

**Subject:** MILL HOUSE LEISURE CENTRE - REVIEW OF SWIMMING ADMISSIONS POLICY FOR CHILDREN

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To request the Portfolio Holder to approve a revision to the Swimming Admissions policy for children at Mill House Leisure Centre.

#### **2. SUMMARY OF CONTENTS**

The existing Swimming Admissions policy for children was originally set at the time in relation to available industry standard guidance provided by the Institute of Sport and Recreation Management (ISRM) in 2002. This was:-

*A responsible person must accompany all children under the age of eight years as follows:-*

- Between the ages of four and seven years, children must be accompanied by a minimum of one adult to two children.*
- Under the age of four years, children must be accompanied on a one to one basis.*

However, since the changes to the operation of the pools and new changing village and the availability of more recent guidance documentation from the ISRM, the opportunity to review the admissions policy has been taken and propose amendments to it.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

Culture, Leisure and Tourism Portfolio includes Sport and Recreation.

**4. TYPE OF DECISION**

Non-key

**5. DECISION MAKING ROUTE**

Culture, Leisure and Tourism Portfolio 16 November 2010.

**6. DECISION(S) REQUIRED**

The Portfolio Holder is asked to approve the revised Swimming Admissions policy for children at Mill House Leisure Centre as detailed in paragraph 3.5 of the report and subject to approval, to further approve the immediate implementation of the revised policy

**Report of:** Director of Child & Adult Services

**Subject:** MILL HOUSE LEISURE CENTRE - REVIEW OF SWIMMING ADMISSIONS POLICY FOR CHILDREN

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## 1. PURPOSE OF REPORT

- 1.1 To request that the Portfolio Holder approves a revision to the Swimming Admissions policy for children at Mill House Leisure Centre.

## 2. BACKGROUND

- 2.1 As the Portfolio Holder will be aware, there is a potential risk of drowning to users of swimming facilities and in particular, to young children. As a consequence, all pool operators are required to manage swimming pools safely and in accordance with the recommendations and guidelines set out with the Health and Safety Executives document, "Managing Health and Safety in Swimming Pools".
- 2.2 In accordance with these guidelines and industry standards as recommended by the Institute of Sport and Recreation Management (ISRM), a swimming admissions policy for children taking part in un-programmed public sessions has been in operation at Mill House Leisure Centre for some time now based on guidance provided by the ISRM at that time. This is as follows:-

*A responsible person must accompany all children under the age of eight years as follows:-*

- *Between the ages of four and seven years, children must be accompanied by a minimum of one adult to two children.*
  - *Under the age of four years, children must be accompanied on a one to one basis.*
- 2.3 The ISRM define a responsible person as someone of at least sixteen years of age and they must go into the water with the child(ren), maintaining a constant watch over them and be in close contact with those who are weak or non-swimmers. This does present some potential difficulties as the Centre reception staff have to use their judgement as to an individual's suitability for accompanying children with any concerns being referred to a more senior member of staff.
- ## 3. REVISION OF EXISTING ADMISSIONS POLICY
- 3.1 The existing policy is obviously restrictive to an individual wishing to bring more than one child swimming where one of those children is aged under four years of age. This has however been appropriate in accordance to

existing guidance and our local operating arrangements of the swimming pools.

3.2 In 2005, ISRM redrafted their guidance in their publication “Risk Assessment Guidance for Child Admissions Policies”. This advised that pool operators should take account of the following factors in determining their admissions policy:-

- Design, layout and type of pool
- Type of session and activities
- The age and maturity of the children
- The number, qualifications and experience of the staff
- Application in a lightly used local community pool
- Swimming ability
- Children wearing armbands in a designated non-swimmer area.

3.3 We have been unable to review the policy in operation at Mill House Leisure Centre until more recently since the introduction of the changing village and staffing and operational changes as a consequence. As a result of this:-

- The **Learner Pool** is now only open when a dedicated lifeguard is in place.
- Additional lifeguards now patrol the pool hall as a result of the introduction of the changing village and a move towards the use of generic staffing.
- ISRM's redrafted guidance allows the opportunity to risk assess the Main Pool and the Learner Pool separately.

3.4 As a consequence, Officers have been able to review admissions and on the basis of a specific risk assessment for the Learner Pool, it will be possible to revise and increase the ratio of children aged under four accompanied by a responsible adult. All other restrictions will however remain in place.

3.5 It is proposed therefore that the revised swimming admissions policy for children will be as follows:-

*A responsible person must accompany all children under the age of eight years as follows:-*

- *Between the ages of four and seven years, children must be accompanied by a minimum of one adult to two children.*
- ***In the Main Pool**, children aged under the age of four years must be accompanied on a one to one basis.*
- ***In the Learner Pool only**, children aged under the age of four years can be accompanied on a one adult to two children basis, but both children must wear floatation devices.*

- 3.6 This revision will be in accordance with the available best practice health and safety guidelines and industry standards and has been reviewed by the Council's Health and Safety Unit. It will also significantly improve accessibility arrangements for parents.

**4. FINANCIAL IMPLICATIONS**

- 4.1 There are no financial implications associated with the proposed revision of the policy.

**5. RECOMMENDATIONS**

- 5.1 The Portfolio Holder is asked to approve the revised Swimming Admissions policy for children at Mill House Leisure Centre as detailed in paragraph 3.5 of the report and subject to approval, to further approve the immediate implementation of the revised policy.

**CONTACT OFFICER:** Pat Usher, Sport and Recreation Manager

**BACKGROUND PAPERS:**

Managing Health and Safety in Swimming Pools (2003 Third edition) – Health & Safety Executive

Risk Assessment Guidance for Child Admission Policies (2005) – Institute of Sport and Recreation Management

## **CULTURE, LEISURE AND TOURISM PORTFOLIO**

Report to Portfolio Holder

16 November 2010



**Report of:** Director of Regeneration and Neighbourhoods

**Subject:** COASTAL ACCESS – DURHAM COASTLINE

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To brief the Portfolio Holder of Natural England's decision to place the fifth Coastal Access Pilot Lead Scheme along the Durham Coastline – from Sunderland (south of the River Wear) to Hartlepool (Seaton Carew).

#### **2. SUMMARY OF CONTENTS**

Natural England has recently informed the local authorities of Sunderland City Council, Durham County Council and Hartlepool Borough Council of the decision to award the fifth (of five) Coastal Access Lead Pilot Scheme, jointly, to the Durham Coast. This stretch of coastline includes all three authorities (from the River Wear to the River Tees but excludes the two estuaries).

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

Direct link between local rights of way/access and leisure and tourism benefits to the local and wider community.

#### **4. TYPE OF DECISION**

Non-Key.

#### **5. DECISION MAKING ROUTE**

Culture, Leisure and Tourism Portfolio 16th November 2010.

#### **6. DECISION REQUIRED**

The Portfolio Holder is requested to note the contents of the report.

**Report of:** Director of Regeneration and Neighbourhoods

**Subject:** COASTAL ACCESS – DURHAM COASTLINE

---

**1. PURPOSE OF REPORT**

- 1.1 To brief the Portfolio Holder of Natural England's decision to place the fifth Coastal Access Pilot Lead Scheme along the Durham Coastline – from Sunderland (south of the River Wear) to Hartlepool (Seaton Carew).

**2. BACKGROUND**

- 2.1 The Marine and Coastal Access Act 2009 (part 9) was made law in 2009. Part 9 of the Act was enacted for the provision/creation of a coastal access path around the whole of the English coastline thus creating a new National Trail. Natural England have been given the task to implement this section of the legislation.
- 2.2 Five pilot areas have been selected to be the first implementation/lead stretches – Cumbria, Norfolk, Kent, Somerset and East Yorkshire (See **Appendix 1** – a presentation by Natural England).
- 2.3 A full consultation process was undertaken late 2009/early 2010, regarding the 'roll out' of the scheme. East Yorkshire Councillors voted against being a pilot area, due to their consideration that more important coastal erosion compensation funding was a higher priority before consideration could be given to agreeing to be a Coastal Access pilot lead Access Authority.
- 2.4 Natural England invited another North East coastal authority – in this case a partnership of three coastal local authorities (Sunderland city Council, Durham County Council and Hartlepool Borough Council) – to be the replacement 5<sup>th</sup> pilot scheme in early September 2010. The Countryside Access Officer, was invited to the first meeting of the three coastal authorities and Natural England in September 2010 to discuss delivery of the scheme.
- 2.5 Delivery of the pilot schemes will start in April 2011, with a roll out programme to be announced prior to this date. It is expected that each stretch, linked to each access authority, will be completed in between 3 to 5 years. The benefits to be gained will be to the local communities, local economies and local tourism.
- 2.6 Whilst Coastal Access is about delivery, and not about future maintenance, the Coastal Access route will be a new National Trail and as such Natural England has a strong and continued commitment to contribute towards the continuance of all National Trails



### **3. FINANCIAL CONSIDERATIONS**

- 3.1 Funding is available nationally for the whole scheme – £20 to £25 million over the next 10 to 15 years.
- 3.2 Natural England have advised that the funding will not be dependant on the Comprehensive Spending Review 2010. Funding is to support the work carried out on the ground and not the creation of new or existing posts.

### **4. STAFF CONSIDERATIONS**

- 4.1 Natural England will look to 'buy in' professional assistance from the Local Access authority staff on a 'pay-as-you-go' basis.

### **5. LEGAL CONSIDERATIONS**

- 5.1 At present there are no legal implications relating to the commencement of the Durham Coastal Access Pilot Lead Scheme, we will continue to liaise closely with Natural England.

### **6. ASSET MANAGEMENT CONSIDERATIONS**

- 6.1 It is considered that the proposed funding would be likely to be used for the creation of new and improvement of existing coastal access links for the borough, as part of the pilot scheme. As such, this would include inclusion of rights of way assets, including gates, stiles etc complementing the work of the Authorities Countryside Access Officer and Warden.

### **7. RECOMMENDATION**

- 7.1 That the Portfolio Holder notes the contents of the report.

### **8. CONTACT OFFICER**

Chris Scaife  
Countryside Access Officer  
Regeneration and Neighbourhoods Department  
Hartlepool Borough Council  
Church Street Office  
Hartlepool

Telephone: (01429) 523524  
Email: [Chris.scaife@hartlepool.gov.uk](mailto:Chris.scaife@hartlepool.gov.uk)

# Access to the English Coast



# IAG meeting – Coastal Access delivery model



**Bruce Cutts**

28<sup>th</sup> September 2010



# Current position



- Ministers are committed to implementing the coastal access provisions in the Marine and Coastal Access Act.
- There is no timetable in the Act and implementation can be programmed to meet available resources.
- The first area where the new right of access will be implemented is at Weymouth Bay in time for the start of the 2012 Olympic Games.
- The Weymouth consultation will now commence in mid October along with the 5 lead stretch announcement.

# Current Position



- Delivery of Weymouth carries on as planned.
- Defra have asked Natural England to advise on implementation, taking into account the benefits for local people and the tourism and economic benefits that improvements to access are expected to bring.
- We are intending to start work delivering Coastal Access in each lead area in 2011/12,

# Why review the delivery model?



- We now have confirmation that Weymouth and the 5 lead stretches are **not** dependent on CSR2010.
- It would be inappropriate and potentially counter-productive to speculate on roll out beyond the 5 lead stretches before the SR2010 is announced .
- Given the limited funds available we need to ensure that we have a delivery model for coastal access that is
  - efficient as possible
  - as scalable as possible
- Hence our new delivery model proposition.

# Principles of new delivery model



- The Coastal Access Scheme sets the delivery framework.
- More delivery undertaken by Natural England.
- Access Authority staff will be involved in delivering Coastal Access on a “pay as you go” basis.
- Continued Access Authority support in preparing for commencement remains as important as ever.

# Working with Access Authorities



- Fund work not posts, grant aid Access Authority staff relating to key periods of support, e.g. on the intensive walking the course period.
- In the new delivery model Natural England won't fund new dedicated Coastal Access Authority posts.



# Working with Access Authorities



- There are statutory roles that each Access Authority has.
- There are a range of activities that we would want to fund you to deliver for us + with us. Such as;
  - Walking the course.
  - Communications.
  - Quality Assurance.
  - Delivery of infra-structure

# Working with Access Authorities



- We want flexibility over what work we fund the you as the Access Authority to do – this will depend on local circumstance / desire / skill set etc.
- We will agree those tasks that we pay you to do and those that we don't.
- This will vary from Access Authority to Access Authority.
- There will be a limited budget for this work.

# Natural England team



- Establish one Natural England team to deliver Coastal comprising;
  - 5 delivery teams
  - Central enabling team
- Each delivery team will initially require 3 roles:
  - project manager,
  - project officer and
  - project support officer.
- Business processes and role descriptions that you've seen and commented on have been translated across.

# IT system



- Reduce the scope, scale and complexity of IT work – simplify the requirements of the IT system.
- Adopt and develop the manual processes drawn up for the Weymouth Stretch.
- Avoid the need for costly link-up with access authority IT systems.
- *Reduced scale pre-implementation investment will still be required, funded from the existing allocation in the current financial year budget.*

# New delivery model



- Intend to start delivery in spring 2011.
  - Plan to start work on c 150 km of Coastal Access in 2011/12.
  - Likely to be 5 x 30km stretches. One in each of the publicly announced lead areas (aside from North East stretch).
  - Lead stretches largely avoiding Estuaries.
  - Hope to deliver Coastal Access within 4 years on each stretch.
  - *Each year start more stretches\**.
  - Number and location to be announced year by year.

# Where to start in 2011/12



- Defra have asked Natural England for an outline of where the first stretches would be – we have undertaken some very quick / high level analysis.
- We provided Defra with the following stretches as contenders;
  - Cumbria (Whitehaven to Allonby )
  - ‘*Durham +*’ (*Sunderland to Hartlepool*)
  - Norfolk (Sherringham to Happisburgh Common)
  - Kent (Dover to Ramsgate)
  - Somerset (Minehead to Stert Point)

# Where to start in 2011/12



- Defra have recognised that Natural England and the Access Authority need to review these / discuss and agree before any announcement is made.
- So these are NOT final – we think they will allow us to start delivery in a meaningful and positive way.
- Meet with the CLA and NFU to review land owner sensitivities before confirming location of stretches.
- We expect to make an announcement about at the launch of the Weymouth consultation on the 14<sup>th</sup> October.

# What happens next?



- Discuss and receive feedback from IAG.
- Natural England team in place.
- Negotiations / discussions between the delivery team project manager (and central enabling team) about the logistics of when / where we start.
- Implementation commences in April 2011.



# What happens next?



- We have done some work on the business processes in the light of the delivery model.....
- More to do and we will share these during the start up meetings.
- Next IAG meeting is being planned for mid-November – date TBC.

# Outline timetable



- 2010/11
  - Q3; spending review 2010. Confirmation of delivery model.
  - Q4; Natural England team in place. Stage 0 starts, decisions about lead stretches. Announcement.
- 2011/12
  - Q1; Stage 0 complete.
  - Q2; Data gathering (stage1) and walking the course (stage 2) well under way.
  - Q3; Announcement about next stretches.

# Finally, Questions?

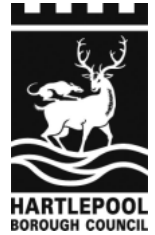
Did you not hear anything you thought you would?

Anything else you need from us (either now or by correspondence)

## **CULTURE, LEISURE & TOURISM PORTFOLIO**

Report to Portfolio Holder

16 November 2010



**Report of:** Director of Child and Adult Services

**Subject:** ADULT AND COMMUNITY SERVICES  
DEPARTMENTAL PLAN 2010/2011 – 2<sup>ND</sup>  
QUARTER MONITORING REPORT

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### SUMMARY

#### **1. PURPOSE OF REPORT**

To inform the Portfolio Holder of the progress made against the Adult and Community Services Departmental Plan 2010/11 in the first two quarters of the year.

#### **2. SUMMARY OF CONTENTS**

The progress against the actions contained in the Adult and Community Services Departmental Plan 2010/11, the second quarter outturns of key performance indicators and associated risks.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Member has responsibility for performance management issues in relation to Culture, Leisure & Tourism.

#### **4. TYPE OF DECISION**

Non-key

#### **5. DECISION MAKING ROUTE**

Culture, Leisure & Tourism Portfolio – 16 November 2010.

#### **6. DECISION REQUIRED**

Achievement on actions, indicators and risks be noted

**Report of:** Director of Child and Adult Services

**Subject:** ADULT AND COMMUNITY SERVICES  
DEPARTMENTAL PLAN 2010/2011 – 2<sup>ND</sup>  
QUARTER MONITORING REPORT

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## **1. PURPOSE OF REPORT**

- 1.1 To inform the Portfolio Holder of the progress made against the key actions identified in the Adult and Community Services Departmental Plan 2010/2011, progress of key performance indicators for the period up to 30 September 2010 and associated risks.

## **2. BACKGROUND**

- 2.1 The Child and Adult Services Department includes Community Services, reporting to Culture, Leisure and Tourism Portfolio Holder, and Adult Services, Adult Education and Supporting People reporting to the Adult and Public Health Portfolio Holder, and Children's Services Portfolio reporting to Children's Services Portfolio.
- 2.2 The Adult and Community Services Departmental Plan 2010/11 sets out the key tasks and issues with an Action Plan to show what is to be achieved by the department in the coming year. The plan also describes how the department contributes to the Organisational Development Improvement Priorities as laid out in the Corporate Plan. It provides a framework for managing the competing priorities, communicating the purpose and challenges facing the department, and monitoring progress against overall Council aims.
- 2.3 In 2008-09, the Council introduced a new electronic Performance Management Database (Covalent) for collecting and analysing corporate performance. The database collects performance information detailed in the Corporate Plan and the five Departmental Plans. The aim is that the database will eventually collect performance information for all levels of the Council, including individual service/operational plans in each department.

## **3. QUARTER TWO PERFORMANCE**

- 3.1 This section looks in detail at how the Department has performed in relation to the key actions and performance indicators that were included in the Adult and Community Services Departmental Plan for this Portfolio, as well as associated risks.

- 3.2 On a quarterly basis officers from across the department are asked, via the Performance Management database (Covalent), to provide an update on progress against every action contained in the Departmental Plan and, where appropriate, every Performance Indicator and risk.
- 3.3 Officers are asked to provide a short commentary explaining progress made to date, and asked to traffic light each action based on whether or not the action will be, or has been, completed by the target date set out in the Departmental Plan. The traffic light system is: -

<b>Red</b>	Action/PI target not completed or Action/PI intervention required
<b>Amber</b>	Action/PI progress acceptable
<b>Green</b>	Action/PI target on track or Action/PI target achieved.

- 3.4 Within the Adult & Community Services plan there were a total of 15 actions and 27 Performance Indicators identified in the Departmental Plan. Table 1, below, summarises the progress made, to the 30<sup>th</sup> September 2010, towards achieving these actions and PIs.

Table1 – Community Services (CLT portfolio) progress summary

	<b>CLT Portfolio</b>	
	<b>Actions</b>	<b>PIs</b>
<b>Green – completed</b>	2	2
<b>Green – on track</b>	13	6
<b>Amber - acceptable</b>	-	2
<b>Red – Intervention required</b>	-	-
<b>Red – not completed</b>	-	-
<b>Annual</b>	-	17
<b>Total</b>	<b>15</b>	<b>27</b>

- 3.5 A total of 2 actions (13%) have been completed or achieved, and a further 13 actions (87%) are on track. There are no actions which are not expected to be achieved.
- 3.6 It can also be seen that 8 (30%) of the Performance Indicators have been highlighted as being achieved or on track to hit the target. There are 2 (7%) of the Performance Indicators where progress is acceptable. There are no PI's that are not expected to hit the year-end target. Additionally, there are 17 (63%) indicators that are only collected on an annual basis and therefore no updates are available for

those indicators (this includes those completed as part of an annual survey, e.g. the Active People Survey).

Table2: Community Services Actions – intervention required.

Ref	Action	Milestone	Comment
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NONE.

Table3: Community Services PI's – intervention required.

Ref	PI	Milestone	Comment
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NONE.

3.7 Up to the end of the second quarter, Community Services have completed 2 out of 15 actions in the departmental plan – shown below:-

- Publish the revised Hartlepool Cultural Strategy (CAD CL004).
- Deliver the Tall Ships Event (CAD CL010).

In addition, there were 13 out of 15 actions that are on track to be completed by year end. These include:-

- Undertake a strategic lead for the delivery of Sport and physical activity through the Community Activities Network (CAD CL012).
- Target and support the Voluntary Sector through the provision of grant funding and development of initiatives and to raise standards (CAD CL015).

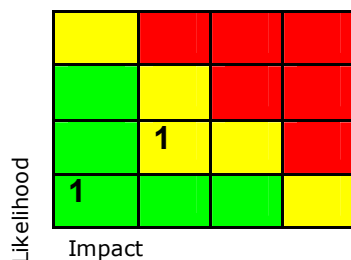
#### 4. RISK MONITORING

4.1 It is the policy of Hartlepool Council to take an active and pragmatic approach to the management of risks that could prevent the achievement of corporate and departmental objectives. On a quarterly basis the Community Services division assesses the risks identified within the Adult & Community Services Risk Register. The Council's approach acknowledges that the purpose is not to remove all risks (this is neither possible nor, in many cases, desirable), rather it is to ensure that potential 'losses' are prevented or minimised and that 'rewards' are maximised.

- 4.2 This summary is reported to the Portfolio Holder within the quarterly monitoring report to provide an overview of risks being addressed by the Community Services Division of the Child & Adult Services Department.
- 4.3 The diagram below shows the distribution of risks according to their risk rating. Detail of the rating system is in **Appendix A**. There are a total of 2 risks. Neither of these risks being highlighted as a 'RED' risk. There is 1 risk on an 'AMBER' status with the remaining 1 risk being at a low level 'GREEN' status.

There is a more detailed risk register related specifically to 'Tall Ships'.

*Diagram 1 –Risk Register Heat Map for Community Services division of Child & Adult Services Department*



See Appendix A for key to diagram above

- 4.4 No risks were rated as red.

## 5. RECOMMENDATIONS

- i) It is recommended that achievement of key actions and second quarter outturns of performance indicators are noted.

CONTACT OFFICER: Trevor Smith,  
Performance & Information Manager (Adults)  
Support Services



**APPENDIX A**  
**HARTLEPOOL BC**  
**RISK ASSESSMENT MATRIX AND VALUE GUIDES**

		IMPACT			
LIKELIHOOD		1	2	3	4
		Low	Medium	High	Extreme
Almost certain	4	AMBER 4	RED 8	RED 12	RED 16
Likely	3	GREEN 3	AMBER 6	RED 9	RED 12
Possible	2	GREEN 2	AMBER 4	AMBER 6	RED 8
Unlikely	1	GREEN 1	GREEN 2	GREEN 3	AMBER 4

Use the following suggested value guides to help rate the level of the **controlled risk**.

**IMPACT**

Extreme      Total service disruption / very significant financial impact / Government intervention / sustained adverse national media coverage / multiple fatalities.

High          Significant service disruption/ significant financial impact / significant adverse Government, Audit Commission etc report / adverse national media coverage / fatalities or serious disabling injuries.

Medium      Service disruption / noticeable financial impact / service user complaints or adverse local media coverage / major injuries

Low          Minor service disruption / low level financial loss / isolated complaints / minor injuries

**LIKELIHOOD**

Expectation of occurrence ***within the next 12 months*** -

- Almost certain
- Likely
- Possible
- Unlikely