



BROMSGROVE DISTRICT COUNCIL

YOU ARE HEREBY SUMMONED to attend a MEETING of BROMSGROVE DISTRICT COUNCIL to be held in the Council Chamber at Parkside Suite - Parkside at 6.00 p.m. on Wednesday 13th June 2018, when the business referred to below will be brought under consideration:-

1. **To receive apologies for absence**

2. **Declarations of Interest**

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

3. **To confirm the accuracy of the minutes of the meetings of the Council held on 25th April and 16th May 2018 (Pages 1 - 24)**

4. **To receive any announcements from the Chairman and/or Head of Paid Service**

5. **To receive any announcements from the Leader**

6. **To receive comments, questions or petitions from members of the public**

A period of up to 15 minutes is allowed for members of the public to make a comment, ask questions or present petitions. Each member of the public has up to 3 minutes to do this. A councillor may also present a petition on behalf of a member of the public.

7. **To receive the Annual Report of the Audit, Standards and Governance Committee (Pages 25 - 34)**

8. **To receive the Annual Report of the Overview and Scrutiny Board (Pages 35 - 62)**

9. **Recommendations from the Cabinet** (Pages 63 - 64)

To consider the recommendations from the meeting(s) of the Cabinet.

10. **To receive the minutes of the meetings of the Cabinet held on 30th May 2018** (Pages 65 - 68)

11. **Questions on Notice (to be circulated at the meeting)**

To deal with any questions on notice from Members of the Council, in the order in which they have been received.

A period of up to 15 minutes is allocated for the asking and answering of questions. This may be extended at the discretion of the Chairman with the agreement of the majority of those present.

12. **Motions on Notice (to follow if any)**

A period of up to one hour is allocated to consider the motions on notice. This may only be extended with the agreement of the Council.

13. **Background Information on the recommendations from the Cabinet** (Pages 69 - 116)

Report to Cabinet (pages 69 – 76)

Sports Hall Feasibility Options Appraisal (pages 77 – 116)

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

TO ALL MEMBERS OF THE BROMSGROVE DISTRICT COUNCIL

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

25TH APRIL 2018, AT 6.00 P.M.

PRESENT: Councillors H. J. Jones (Chairman), C. J. Spencer (Vice-Chairman), C. Allen-Jones, S. J. Baxter, C. J. Bloore, M. T. Buxton, S. R. Colella, B. T. Cooper, R. J. Deeming, G. N. Denaro, R. L. Dent, M. Glass, J. M. L. A. Griffiths, C.A. Hotham, R. E. Jenkins, R. J. Laight, L. C. R. Mallett, K.J. May, C. M. McDonald, P. M. McDonald, S. R. Peters, S. P. Shannon, M. A. Sherrey, C. B. Taylor, P.L. Thomas, M. Thompson, K. J. Van Der Plank, M. J. A. Webb, S. A. Webb and P. J. Whittaker

95\17 **TO RECEIVE APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor L. J. Turner and Members were advised that Councillor J. M. L. A. Griffiths would be a little late.

96\17 **DECLARATIONS OF INTEREST**

Councillor S. J. Baxter declared another disclosable interest in respect of Minute No. 104/17 the Community Governance item from the Electoral Matters Committee, as the Chairman of the National Associate of Local Councils (NALC), but saw no need to leave the room during the debate.

Councillor R. Jenkins highlighted that in respect of Minute No. 102/17 and the recommendation from Cabinet of 7th March in respect of the Air Quality Management Area, she lived within that designated area.

97\17 **MINUTES**

Immediately prior to consideration of the Minutes Councillor C. Hotham raised a point of clarification in respect of a request for an extraordinary meeting to be held and the need for individually signed notifications to be received in order for this to be triggered. He therefore questioned the legality of this meeting as the signature of the Chief Executive was not included within the summons received by Members.

Councillor L. C. R. Mallett also raised a similar point of clarification as he had also made a request for an extra ordinary meeting.

Following a brief debate it was confirmed that a report on this matter would be considered by the constitution Review Working Group at its meeting on 30th April with a view to that report being brought before full Council in due course.

The Minutes of the meeting of the Council held on 21st February 2018 were submitted. A number of areas of clarification were sought in respect of the following:

- Page 2 bullet point 3 – confirmation from the Leader that he had looked into this matter. The Leader believed that he had already done so, but would follow the matter up the following day.
- Page 5 – final paragraph, it was noted that it should read “ the recommended maximum ratio of 1:20.”
- It was questioned as to whether the Council had been misled in respect of the Sports Hall in light of the report which had been considered at the Overview and Scrutiny Board meeting held on 26th March 2018.
- Page 13 second paragraph, second line, should read “the Dolphin Centre was not owned by the Council”.
- Page 17 fourth paragraph, it was questioned whether the Council had been misled in respect of the procurement process for the market service, when it appeared that the intention was to bring this service back “in house”. The Deputy Leader and Portfolio Holder for Regeneration, the Town Centre and Partnerships confirmed that the Council had not been misled in anyway.

RESOLVED that, subject to the preamble above, the minutes of the meeting of the Council held on 21st February 2018 be approved as a correct record.

98\17

TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF PAID SERVICE

The Chairman took the opportunity to thank all those who had attended and made donations, to the Civic Dinner, which had raised over £2k for NewStarts, her chosen charity.

Councillor C. J. Bloore took the opportunity to congratulate Bromsgrove Sporting on their recent promotion and success as league champions.

99\17

TO RECEIVE ANY ANNOUNCEMENTS FROM THE LEADER

The Leader provided an update in respect of the application for Burcot Lane and confirmed that he had spoken to the Secretary of State who advised that the application was making good progress and a final decision was expected shortly. The Leader confirmed that he would provide an update as soon as further information was available.

Councillor M. Thompson questioned the Leader in respect of an update in respect of the Sports Hall and made particular reference to an email which had been sent to a parish council giving a particular view on this matter. Concerns were raised in respect of this matter and the implications of this on the reputation of the Council. The Leader advised that he was not aware of the correspondence referred too, but that he would look into the matter outside of the meeting.

100\17

APPOINTMENT OF COUNCIL REPRESENTATIVE TO THE WORCESTERSHIRE HEALTH OVERVIEW & SCRUTINY COMMITTEE (VERBAL UPDATE)

The Leader asked for nominations in respect of the Council's representative on the Worcestershire Health Overview and Scrutiny Committee.

RESOLVED that Councillor C. J. Bloore be appointed as the Council's representative on the Worcestershire Health Overview and Scrutiny Committee for the remainder of the municipal year.

101\17

TO RECEIVE COMMENTS, QUESTIONS OR PETITIONS FROM MEMBERS OF THE PUBLIC

The Chairman announced that there had been a question raised by a member of the public.

Louise Humphries

"It's fantastic that the need for a sports hall in Bromsgrove has been recognised. However the options appraisal raised two major concerns. Firstly the huge increase in the cost of building a sports hall and secondly the low figure predicted for the potential income from a sports hall.

Sports England have published a document called Affordable Sports Halls which is freely available on their website at <https://www.sportengland.org/media/4647/affordable-sports-halls-main-document-2015.pdf> In this document the typical construction costs of building a 4 court sports hall and changing facilities is £1.3M compared to over £3M quoted in the options appraisal. The Sports England document was published in 2015 so obviously prices will have gone up since then. However, I think it very much shows that the figures we were given in the options appraisal need to be questioned. Surely inflation doesn't explain an increase of over 100% in just under 3 years.

My first question is how were the figures put together for the options appraisal? Specifically how many quotes were received when putting together the options appraisal and who were these quotes from?

Secondly in the Sports England document the potential income of a 4 court sports hall for 40 hours of use is listed as £48,250. Whereas in the options appraisal the potential income for the sports hall is £0 - £20k. Why is the potential income for a sports hall in Bromsgrove predicted to be so much lower than what Sports England think is achievable?"

Councillor P. J. Whittaker, Portfolio Holder for Leisure and Cultural Services responded that the design of the proposed new Sports Hall was based on option 1b of the Sport England guidance. Mace had based their costs on a like for like comparison with the Sports England model in the first instance including their design. The reason for a higher estimated capital cost compared to the guidance was:

- Increased costs in the early stage development were down to inflation, on which Sports England had based their costs in 2015.
- Mace options appraisal included for a number of site abnormal costs which included an extensive cut and fill exercise, allowances for potential further main services alterations, retaining wall, disability ramps and external canopies, which were not included in the Sports England model.
- Sports England also only allowed a nominal allowance for contingency as well as professional fees and survey costs. At this stage of the project Mace had allowed for higher allowances in each of these areas, which in turn increased the overall cost per m².
- Quotations had not been received at this stage and the estimates were based on robust benchmark costs from a Mace database, in addition as the design was not detailed enough be priced by a contractor, should the project proceed, tender of the work could be based on a stage 3 design. At this stage Mace have benchmarked their costs against 8 recent sports hall and pavilion projects and over 25 sports and leisure projects which indicate the proposed cost plan was in line with these.

In response to the second question, Councillor Whittaker advised that the potential income in Sports England's guidance was based on a community use as part of a school set up, and therefore the variable costs for maintenance were not comparable to the proposed sports hall in Bromsgrove. Whilst a detailed income projection for the sports hall needed to be completed, benchmark data and initial projects completed by the team suggested that an average sports hall should generate in the region of £15k to £20k per annum per badminton court. The planned facilities included 4 badminton courts, therefore on that basis the anticipated annual gross revenue from the sports hall would be in the region of £60k to £80k per annum.

Based on those initial estimates, the Council could expect the income to be in the region of £60k to £80k per annum with expenditure of around £60k. Therefore the net revenue position could be between £0 to £20k per annum. The next stage would be to complete a detailed business case on the information and local market in the Bromsgrove district, it should be noted that this study could have either a negative or positive impact on the current projections.

Members thanked Ms. Humphries for bringing forward these questions and questioned why this had not been included within the original proposal which had been brought before the Council in 2014. Members also questioned why the figures were so "out of line" with those provided by Sports England. Members thanked the Portfolio Holder for his response and requested assurances from him that the project would go ahead.

102\17

RECOMMENDATIONS FROM THE CABINET

Air Quality Management Area – Kidderminster Road, Hagley

The recommendation from Cabinet in respect of the Air Quality Management Area, Kidderminster Road, Hagley was proposed by Councillor P. J. Whittaker and seconded by Councillor G. Denaro.

In proposing the recommendation Councillor Whittaker, as Portfolio Holder for Regulatory Services, presented the report and in so doing highlighted that this matter had been debated in detail at both the Overview and Scrutiny Board meeting and again at Cabinet and therefore he did not propose to go into detail.

Members discussed a number of areas in more detail, including:

- The data within the report was only up to 2016 and concerns were raised that a decision should not be made until more up to date data was available as due to a number of new developments in the area there was the potential for the traffic and therefore the air quality, to have changed in that period.
- The type of monitoring that was undertaken and recent news reports were highlighted in respect of the dangers in other areas which were proving to be more harmful to people's health.
- The use of variable messaging systems to redirect vehicles away from the AQMA – it appeared that there was new technology which could be used but that there had been no progress on this since 2016.
- Concerns were raised in respect of a previous AQMA which had been in Rubery which had been revoked due to a decrease in traffic, however due to recent developments in the area Members were concerned that there was the likelihood that this would need to be reinstated and requested that this was looked at as a matter of urgency. The Leader agreed to take this matter up with the WRS Officers outside of the meeting.
- The need for monitoring to continue – it was explained that whilst the AQMA would be revoked monitoring would continue and that the WRS Officers had discussed with the relevant ward councillor particular areas which should be monitored.
- The need for that monitoring to be more detailed and in more appropriate locations. It was noted that Cabinet had agreed to look at the costings for this to take place.
- The current levels were below those required by the Defra guidelines and therefore Defra would not look upon the Council favourably in the future should they continue to have what they would class as an unnecessary AQMA.
- It was suggested that a decision in respect of the revocation of this Kidderminster Road, Hagley AQMA be deferred until further information had been received in respect of more detailed and regular data collection and the cost implications of alternative methods.
- The recommendations made at the Overview and Scrutiny Board had been considered by Cabinet and they had agreed to investigate the potential for further, more detailed, monitoring in both Hagley and other areas throughout the District.

Councillor Peter McDonald proposed that an amendment was made to ensure that air quality in Rubery was monitored and following the Leader's agreement that he would take this up with officers at WRS the amendment was withdrawn.

Councillor L. Mallett proposed an amendment to the recommendation that the report be deferred pending receipt of up to date monitoring data and the information and cost in respect of more detailed monitoring, this was seconded by Councillor S. Baxter.

Following further discussion the item was deferred.

Addendum to Council Tax Support – Hardship Policy

The recommendation from Cabinet in respect of the Addendum to Council Tax Support – Hardship Policy, was proposed by Councillor B. C. Cooper and seconded by Councillor G. Denaro.

In proposing the recommendation Councillor Cooper reminded Members that this was in respect of a resolution made at Worcestershire County Council in January 2018, when the Council had recognised the challenges young people faced when transitioning out of the care system into adulthood. This had been endorsed by Leaders across the county at the Leaders Board meeting on 1st February 2018 with an amendment to provide full support until the care leavers' 25th Birthday. It was explained that the most appropriate manner in which to implement this was through an addendum to the Council Tax Support Scheme Hardship Policy until the review of the Council Tax Support Scheme was completed and a decision reached, following that review, as to whether it be included within the core Scheme.

Following presentation of the report Members discussed a number of areas and agreed that whilst this was a good policy there was an opportunity to go a step further and to cover the young people should they move outside of the area, it was suggested that the number that this applied to would be negligible but would be a great support for any young person who was able to seek employment or training outside of the area.

Councillor Cooper acknowledged that this was an important point and hoped that it would be something which was picked up within the review of the scheme later in the year. The Leader also acknowledged this suggestion and assured Members that he would look into the matter further.

RESOLVED that the addendum to the Council Tax Support Hardship Policy 'Support for Care Leavers' be agreed.

Finance Monitoring Quarter 3 Report

The recommendations from Cabinet in respect of the Finance Monitoring Quarter 3 2017/18 Report were proposed by Councillor B. C. Cooper and seconded by Councillor G. Denaro.

In presenting the report Councillor Cooper highlighted that it gave the Council's financial position for Revenue and Capital for the financial period April to December 2017. The Council was on course to meet its targets with a small underspend. The recommendations referred to two technical issues which needed Council approval, an increase in the Capital Programme for the Disabled Facilities Grants and a virement of capital for from the vehicle replacement to the infrastructure works at the Bromsgrove depot.

During the ensuing debate Councillor Cooper clarified that the virement would not impact on the purchase of vehicles, but that would cover the first stage of the depot car park resurfacing, which had been flagged up as a health and safety issue.

A Member raised an issue in respect of the cost of IT Software Licensing and it was agreed that this would be taken up through the Finance and Budget Working Group, with the relevant officer being invited to attend the Group's next meeting.

RESOLVED that

- a) a retrospective increase in the 2017/18 Capital Programme of £78k for the Disabled Facilities Grants be approved (this reflects the recent funding received from the DCLG for the provision of adaptations); and
- b) a retrospective capital virement of £100k from the vehicle replacement to the infrastructure works at the Bromsgrove depot be approved (this is due to improvements undertaken in relation to Phase 1 of the depot car park resurfacing).

103\17

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE CABINET HELD ON 21ST FEBRUARY, 7TH MARCH AND 11TH APRIL 2018

The minutes of the Cabinet meetings held on 21st February, 7th March and 11th April 2018 were received for information.

104\17

RECOMMENDATION FROM THE ELECTORAL MATTERS COMMITTEE

The recommendation from the Electoral Matters Committee in relation to a Governance Review was proposed by Councillor B. T. Cooper and seconded by Councillor R. L. Dent.

Councillor Cooper, as Portfolio Holder for Finance and Enabling presented the report and in so doing highlighted to Members that the Electoral Matters Committee had discussed the supporting report in some detail before making its recommendation. Those discussions had covered a range of areas including the timescale for such a review and concern that it would not be sufficient time to complete such a task, the financial implications had also been discussed and considered.

Following presentation of the report Members discussed a number of areas in more detail:

- Councillor Mallett as Vice Chairman of the Electoral Matters Committee commented that the financial implications should be considered as, it had been explained that currently there was capacity within the Elections Team to carry out such a review but, in future years this may not be the case and additional resource would be needed.
- There was also the possibility that “ad hoc” parish reviews were requested the cost of which could quite quickly escalate.
- It was also noted that it was good practice to carry out a full review on a regular basis, and the Electoral Services Manager had been unable to trace when the last full review had been carried out.
- It was important to allow those from unparished areas to have their say and also for those who were within parishes, but who felt they did not get value for money from the parish to have a voice in any future arrangements.
- The appointment of parish councillors through the process of co-option was also highlighted and the boundaries which they covered.
- Whether the report was correct in saying there would not be another opportunity when there was no schedule election until 2026. The Monitoring Officer agreed to check this with the Electoral Services Manager. She also explained that there was always the opportunity to carry out a review but that there could be additional resource and financial implications if it was carried out whilst in an election period.
- Concerns were raised should a number of parishes come forward and ask for a review to be carried out in their area and the financial implications of a number of small reviews as opposed to an overall review.
- The need for a review to be carried out, but that the current timescales did not appear to give sufficient time for this to be carried out in a timely manner.
- It was reiterated that the Electoral Matters Committee were not saying that a review should not be carried out, but merely that due to time constraints 2018 would not be the appropriate time for this to be done.

RESOLVED that a Community Governance Review of the Bromsgrove District Area does not take place in 2018.

105\17

TO RECEIVE AND CONSIDER A REPORT FROM THE LEADER OF THE COUNCIL WITHOUT PORTFOLIO (RETAINING OVERARCHING RESPONSIBILITY FOR GOVERNANCE/POLICY AND PERFORMANCE/HR)

The Leader presented his annual report and explained that he had broken it down into three main areas, Overarching Governance, Policy and Performance and Portfolio responsibilities regarding HR and OD.

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In respect of performance, the Leader advised that he had recently instigated a series of review meetings to assess current performance across all portfolios and thought it fair to start with an assessment of his own areas. Part of that review is included within the report and he was particularly interested in reviewing performance against budget to date and following up on any restructuring to monitor achievements against the original plans. He acknowledged that some of the areas looked at also fell under Councillor Cooper's remit and confirmed that this would be reviewed to ensure clarification.

The Leader advised that he was pleased with the new support structure for Members at Bromsgrove and it had certainly served him well and the more permanent presence than before was welcomed. Savings had been made as proposed and the addition of our Procurement Officer to the team had enabled reviews of the Council's existing contracts to ensure value for money. The Legal Services team continued to exceed budget targets from external income and were on target to exceed an increased budget this year. He also advised that to support the commercialism agenda the Council was obtaining ad hoc advice from various different professions until the nature of the post had been properly determined.

In respect of Governance, Officers had been working with the Constitution Review Working Group to review and tidy up our Constitution to be more user friendly and easier to access relevant areas. Specific work has also been carried out regarding delegations, which is a large piece of work. Progress has been made and specific recommendations will be forthcoming later this year. One aim is to ensure Members are kept informed of Council activity in their area.

The Leader went on to say that he believed there had been an improved and constructive working relationship between Cabinet and the Overview and Scrutiny Board, additionally the role of the Finance and Budget Working Group had been particularly helpful.

Members were advised that they would be receiving governance suggestions from the recent Corporate Peer Review, which although received, was currently embargoed due to the elections in Redditch. It would be released as soon as possible.

In respect of Performance the Leader advised that the first performance report had been made available to Cabinet using data from the Measures Dashboard. Each report covered one of the strategic purposes from the Council Plan as well as a set of corporate measures. In respect of HR the Leader advised that the response rate to the revised staff survey had shown a 54% return rate compared to the previously low rate. He understood that CMT would be receiving details from this next week. It was also noted that the Agency Supply Contract with Matrix had been reviewed and a two year with one year possible extension has been agreed. It was anticipated that this would reduce the agency costs over the term. It was anticipated that the implementation of the HR21 self-serve system would be a large step in

reducing the old paper-based system and allow managers more speedy access to figures.

The Leader advised that there had been a review of the Gender Pay Gap and ways in reducing this further had been identified. The UK figure was currently 18.1% which was much higher than the Council's figure of 4.3%.

Following presentation of the report Members asked a number of questions to which the Leader responded. These included:

- Why the Peer Review report, which had been requested by this Council should be subject to an embargo from Redditch Borough Council. It was also highlighted that as purdah had not started until March, there had been time prior to this for the report to be circulated. The Leader confirmed that he had received this advice from the LGA who had written the report. He assured Members he would seek further advice and if possible, release the report to the other Group Leaders as soon as possible.
- It was noted that a CIPFA report received at Worcestershire County Council had been released, upon request, despite it being during the purdah period.
- It was noted that the Legal Team provided Legal advice to other authorities, but Members questioned how much was paid to other legal bodies as a retainer for legal advice. The Leader advised that he was not aware of any retainer being paid but he would clarify the position to Councillor P. McDonald outside of the meeting.
- The Gender Pay Gap compared to other local authorities. The Leader confirmed that Worcester City was the leading authority for Worcestershire followed by Wyre Forest and then Bromsgrove. Regionally it was understood that the Council was in ninth place and the Leader acknowledged that there was still some way to go but progress was being made.
- Members also requested further details in respect of the Gender Pay Gap, specifically the number of staff affected by it. The Leader advised that he was not aware of the exact figures but would provide these outside of the meeting.
- Discussions around opportunities for higher grade jobs for women.

106\17

QUESTIONS ON NOTICE

Question submitted by Councillor C. Hotham

“The outgoing Bromsgrove market operating company won the contract on the basis of paying Bromsgrove District Council a fee of £95,000 over the 5 year contract period. The operator will have run the market for nearly 2.5 years at the completion of the notice period. Please could the relevant cabinet member confirm the amount of that this council has received?”

The Deputy Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships advised that she been informed that CJ Events have paid £11,314.96 gross to Wyre Forest District Council

(WFDC), and that WFDC had instigated proceedings for the recovery of the balance.

107\17

MOTIONS ON NOTICE

The Chairman reminded Members that one hour was allocated to consider the motions on notice.

G. L. Hearn Report

Members considered the following notice of motion, submitted by Councillor C. A. Hotham:

“BDC will temporarily set aside the broad brush basic report of Hearn until such time as its own in depth comprehensive review of the green belt has been completed. Only then will the content and conclusions of the Hearn report be considered alongside our own detailed investigation into the green belt.”

The motion was proposed by Councillor C. A. Hotham and seconded by Councillor S. R. Colella.

In proposing the motion Councillor Hotham highlighted a number of areas included within the G. L. Hearn report, which included a housing requirement of 28,000 by 2031 and 60,800 houses by 2036. He believed that there by using a higher housing density the number could drop by 13,000, reducing these figures to 15,000 and 48,000 respectively. In respect of the sites which the report stated were available across the West Midlands Combined Authority (WMCA) area it showed that 180,000 to 2031 and 198,000 available to 2036. However, in March 2018 the Government and WMCA announced funding to “clean” Brown Field sites, which meant that 215,000 sites would now be available to 2031. Councillor Hotham said his understanding of this was that it actually meant that to 2031 there would be a housing surplus of 20,000 with the shortfall dropping to 25,684 to the end of 2036. The report also suggested that should all the proposed sites be maximised then Bromsgrove could take 27,500, which would actually be 2,000 more than its total shortfall. His concern was that the majority of these homes would be executive style and not affordable ones, which were desperately needed. Councillor Hotham went on to comment about the role of G. L. Hearn and the other work which they carried out and questioned whether they had been impartial during the preparation of this report.

Councillor Hotham went on to question the methodology used in assessing the Green Belt and the designation of Principle and supportive categories, highlighting that most of the Bromsgrove Green Belt was classed as Principle and how this could undermine the strategic purpose of the Green Belt. Councillor Hotham believed that at no point had it been suggested within the Council Chamber that it was anything other than a needs assessment and not as an identification of sites. He also highlighted that there still appeared to be confusion over who had commissioned and paid for the report. He went on to say he understood that the document had been described as not

a consultation document, but merely informed us of Birmingham's needs, and that he believed that the housing number had shifted fundamentally and therefore undermined the report. Councillor Hotham therefore requested that the report be put on hold under the Council was able to complete its own review and that not to do so would give the report a credence and credibility that it did not currently deserve.

Following presentation of the motion Members went on to discuss the following areas in more detail:

- Who commissioned the report and its status – Members were concerned that if it was of more significance to Birmingham.
- The view that it should be ignored and that the Council should carry out its own piece of work in the first instance.
- Concerns around the reports provenance and why this Council had been involved in it.
- Whether the Black Country and Wyre Forest should be included within the process and who decided on who was “in” and who was “out”.
- The original “Brett” report form 2014 and the outcome from that report.
- The duty to co-operate and the need for this Council to work out what it needed before considering any other areas' needs.

Councillor C. B. Taylor as the portfolio holder for Planning and Strategic Housing responded that he had sympathy with Members' views and understood their concerns. However, it was not appropriate to not allow residents to respond to the findings of the report and officers would be required to seek responses from stakeholders. It was important that the Council understood the views of all concerned and that this would not limit its ability to respond to the evidence provided. The Hearn Report was not a consultation document, but would be included as part of the review which was currently being undertaken. It appeared that there was some confusion in respect of the LEPs and the Housing Market Area and it was confirmed that the report had been prepared and paid for by the Housing Market Area, of which the Council was a member. If the Council were to ignore this report as part of its review then the Inspectorate would question why this had happened, therefore it had to be considered and the aim was to do this in a constructive and controlled manner.

Further discussion followed in support of the motion and concerns were raised further in respect of the information within the report and the need for the Council to carry out its own Green Belt review before making reference to this document. The importance of putting the Council's residents first was highlighted and it was felt that this was not the case within this report. The following comments were also highlighted:

- The apparent lack of transparency as to how this situation had arisen.
- The level of affordable housing to be included within any future developments.
- The potential impact on the future sale of land within particular areas and the knock on effect with developers.

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- Agreements that had been made with other authorities in respect of this Council under the duty to co-operate.

Councillor Denaro confirmed that since he had taken up the position as Leader he had held no discussions with Birmingham in respect of housing. He advised that he would be meeting with the Mayor of the West Midlands Combined Authority in due course and would feedback following that meeting.

Councillor Taylor also reminded Members that, through the Strategic Planning Steering Group all Members had the opportunity to feed their views into the Local Plan Review. He encouraged Members to attend these meetings and highlighted that there had been limited attendance at the meetings which had been held to date. Opportunities had also been given to both Members and Parish Councils to discuss this report with meetings held prior to the document's release.

Councillor S. Baxter commented that someone must have provided the Housing Market Area what parameters and boundaries were to be included within their report and why this was not a decision made by this Council. Councillor Taylor agreed to give a full written response outside of the meeting. Councillor Baxter responded that her concerns were around the impact of this work on Neighbourhood Plans being worked on by a number of parish councils and how best those parish councils can manage this. She also questioned the procurement process which had been followed in the appointment of G. L. Hearn as wherever it had been funded from it would be public money that had funded it. She reminded Members that this Council had already, under the duty to co-operate accepted housing on behalf of Redditch Borough Council and the concern was that this would continue with other authorities before this Council had addressed its own housing needs.

In summing up Councillor Hotham reiterated that he was not asking for this report to be disregarded, simply that it be delayed until all the fact were available to the Council. It was particularly difficult to understand as to why the Council was giving this report credence when it was not something which it had commissioned.

In accordance with Council Procedure Rule 18.3 a recorded vote was taken and voting was as follows:

For the recommendation Councillors Baxter, Bloore, Buxton, Colella, Hotham, Jenkins, Mallett, Peter McDonald, Christine McDonald, Peters, Shannon, Thompson, Van der Plank (13)

Against the recommendation Councillors Allen-Jones, Cooper, Deeming, Denaro, Dent, Glass, Griffiths, Laight, May, Sherrey, Spencer, Taylor, Thomas, Mike Webb, Shirley Webb, Whittaker (16)

The Chairman declared the motion to be lost.

Negative Grant

Members considered the following notice of motion, submitted by Councillor L. C. R. Mallett:

“Council is deeply concerned about the impact of the negative grant / tariff adjustment, also known as the “Sajid Tax” on our ability to meet the needs of our community. Council believes this is damaging and unjust.

Council notes it is in the top fifty for highest bills and Top 30 when compared to head of population.

Council calls on our MP Sajid Javid to give immediate assurance that the negative grant will be cancelled.”

The motion was proposed by Councillor L. C. R. Mallett and seconded by Councillor C. J. Bloore.

In proposing the motion Councillor Mallett commented that after a number of requests for the MP to attend a Council meeting with no response he had no option but to make a formal request through this notice of motion. He appreciated that it was difficult for Mr. Javid to attend on a Wednesday and had suggested an extraordinary meeting to fit in with his availability. He had also asked the Monitoring Officer to arrange for Standing Orders to be suspended in order for Mr. Javid to be given the opportunity to respond to questions asked of him. Councillor Mallett highlighted a number of other obstacles which had been raised which would prevent Mr. Javid from attending and advised that he did not believe these would have been insurmountable. Councillor Mallett called for an urgent review in respect of the Negative Grant, which would have a huge impact on the finances of this Council and request that Mr. Javid as the local MP give his support to the removal of this additional “tax”. The Council had faced a number of cuts to its budget over recent years and there was now the opportunity for this to be brought to a halt.

Following presentation of the motion Members discussed a number of areas in more detail:

- That the local MP should be support the residents of Bromsgrove in the first instance.
- How the funds that had been recouped by Central Government could have been spent within the local community.
- The impact on the Council of the continuous cuts to its budget.
- If this matter was not addressed it was clear that from 2019/20 the Council would struggle financially.
- The Council was one of a number of Councils who had been hit hard by the Negative Grant.
- Those Councils had made representations in respect of its impact on their overall budget position.
- The difficulties this caused in the Council being able to forward plan, together with the impact it had on decisions that it currently made.
- The pressures on services provided and the knock on effect on the parish councils because of this.

Agenda Item 3

Council
25th April 2018

- The need for the Council to make a stand on behalf of its residents and the impact it will have on them.
- The potential for this to lead to an increase in Council Tax, which had already been raised each year.
- The impact any further increases would have on those residents with particular needs and the knock on effect on the services which they relied upon.
- Concerns that this would mean services would need to be cut – the Leader advised that no services would be cut and that there was currently a Government consultation being undertaken and a response from the Council had been submitted.

In summing up Councillor Mallett highlighted that the decision to impose this grant had cost this Council £750k and that Mr Javid as the MP for Bromsgrove residents should attend a Council meeting in order for this matter to be discussed and to allow him the opportunity to explain his rationale in imposing this “negative grant” and to be held to account for the impact of it.

In accordance with Council Procedure Rule 18.3 a recorded vote was taken and voting was as follows:

For the recommendation Councillors Baxter, Bloore, Buxton, Colella, Hotham, Jenkins, Mallett, Peter McDonald, Christine McDonald, Peters, Shannon, Thompson, Van der Plank (13)

Against the recommendation Councillors Allen-Jones, Cooper, Deeming, Denaro, Dent, Glass, Griffiths, Laight, May, Sherrey, Spencer, Taylor, Thomas, Mike Webb, Shirley Webb, Whittaker (16)

The Chairman declared the motion to be lost.

It was noted that the notices of motion which had not been debated due to the one hour time allocation being used on these motions, would be carried over to the next ordinary meeting of Council to be held on 13th June 2018.

The meeting closed at 9.15 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

16TH MAY 2018, AT 6.00 P.M.

PRESENT: Councillors C. J. Spencer (Chairman), M. J. A. Webb (Vice-Chairman), C. Allen-Jones, C. J. Bloore, M. T. Buxton, S. R. Colella, B. T. Cooper, R. J. Deeming, G. N. Denaro, R. L. Dent, M. Glass, C.A. Hotham, R. E. Jenkins, H. J. Jones, R. J. Laight, L. C. R. Mallett, K.J. May, C. M. McDonald, P. M. McDonald, S. R. Peters, S. P. Shannon, M. A. Sherrey, C. B. Taylor, M. Thompson, L. J. Turner, K. J. Van Der Plank, S. A. Webb and P. J. Whittaker

1\18 **ELECTION OF CHAIRMAN FOR THE ENSUING YEAR**

It was proposed by Councillor M. A. Sherrey and seconded by Councillor K. J. May that Councillor C. J. Spencer be elected Chairman for the ensuing year.

It was

RESOLVED that Councillor C. J. Spencer be elected Chairman of the Council for the ensuing year.

Councillor Spencer signed the Declaration of Acceptance of Office and thanked Members of the Council for electing her to the Office of Chairman.

2\18 **ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR**

It was proposed by Councillor R. J. Laight and seconded by Councillor B. T. Cooper that Councillor M. J. A. Webb be elected Vice Chairman for the ensuing year.

It was

RESOLVED that Councillor M. J. A. Webb be elected Vice Chairman of the Council for the ensuing year.

Councillor Webb signed the Declaration of Acceptance of Office and thanked Members of the Council for electing her to the Office of Vice Chairman.

3\18 **VOTE OF THANKS TO RETIRING OFFICE HOLDERS**

The Chairman thanked the retiring Chairman, Councillor Jones, for the work she had carried out over the past year and for the funds raised for her chosen charity.

Councillor Jones confirmed that over £4,000 had been raised for NewStarts and thanked everyone for their support during her years as Chairman.

4\18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors S. J. Baxter, J. M. L. A. Griffiths and P. L. Thomas.

5\18 **DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

6\18 **TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF PAID SERVICE**

The Chairman announced that her charity for the year would be Bosom Friends, a breast cancer support group which was started in 1996 through the Alexandra Hospital and further details were available for anyone that was interested. The Chairman also confirmed that her Chaplin for the year would be the Reverend Ray Khan.

7\18 **TO RECEIVE ANY ANNOUNCEMENTS FROM THE LEADER (INCLUDING MEMBERSHIP OF THE CABINET)**

The Leader announced that there was a slight change to the responsibilities within the Cabinet, but the Membership remained the same:

- Councillor g. N. Denaro – Leader of the Council without Portfolio (retaining overarching Governance/Policy and Performance);
- Councillor K. J. May – Deputy Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships;
- Councillor B. T. Cooper – Portfolio Holder for Finance, Enabling, Human Resources and Organisational Development;
- Councillor M. A. Sherrey – Portfolio Holder for Health and Well Being and Environmental Services;
- Councillor C. B. Taylor – Portfolio Holder for Planning and Strategic Housing;

- Councillor P. J. Whittaker – Portfolio Holder for Leisure and Cultural Services, Community Services and Regulatory Services.

The Leader also took the opportunity to thank Councillor L. Mallett for the work he had carried out, particularly in respect of the Overview and Scrutiny Board and the Finance and Budget Working Group, both of which had worked extremely well and helped to improve the working of the Council. He went on to say that he looked forward to working with Councillor M. Thompson.

Councillor Thompson raised a number of points in respect of the role of the Annual Meeting of Council and the inclusion of ordinary business on the agenda. The Leader responded that this was something which had been discussed at length at the Constitution Review Working Group and with his own Group, which had chosen for it to remain as a traditional Annual Meeting for the time being. He said he was happy to discuss this further with Councillor Thompson at a later date.

Councillor P. McDonald requested that the Leader provide costings of the meeting and the Leader agreed to provide this information outside of the meeting.

8\18

APPOINTMENT OF COMMITTEES 2018-19

The Leader reminded Members that this was a report which was considered each year and referred them to Appendix 1 of the report in particular, which showed that the allocation of places was unchanged from the previous year, with 4 places being available for the opposition groups to agree.

The recommendations were proposed by Councillor G. N. Denaro and seconded by Councillor K. J. May.

RESOLVED:

- (a) that for the ensuing Municipal Year, the Committees set out in the table in Appendix 1 of the report be appointed and that the representation of the different political groups on the Council on those Committees be as set out in that table until the next Annual Meeting of the Council, or until the next review of political representation under Section 15 of the Local Government and Housing Act 1989, whichever is the earlier;
- (b) that Members be appointed to the Committees and as substitute members in accordance with nominations to be made by Group Leaders; and
- (c) that the terms of reference for the Boards and Committees as set out at appendix 2 be confirmed.

9\18

SCHEME OF DELEGATIONS

The leader drew Members attention to Paragraph 3.7 which highlighted that a full review of the Delegations was currently being undertaken and that at the most recent meeting of the Constitution Review Working Group it had been agreed that a further report would be brought before the Council's September meeting for consideration. The report before Members therefore merely included changes to legislation and officer titles. It was also noted that on page 37 there appears to be a number of question marks in respect of delegations and it was confirmed that these should be removed. The Leader asked Members to advise officers if there were any particular areas which required further clarification.

The report was proposed by Councillor G. Denaro and seconded by Councillor K. May.

Councillor P. McDonald commented that this was the only opportunity Members had to give input into the delegations and drew Members attention to page 74, Planning Application delegations and in particular 1(a) applications for dwelling houses where the number of houses to be provided is 10 or more. Councillor McDonald was of the view that this should be reduced to just one property and that all applications should be brought before the Planning Committee and requested an amendment to the this effect. The amendment was seconded by Councillor M. Thompson.

Councillor McDonald highlighted the following areas in support of his amendment:

- To stop Councillors trying to influence others, particularly in respect of applications outside of their own Ward.
- Take away the need for the call-in process in respect of applications.
- To protect Officers, as decision in respect of planning applications, particularly in the current climate could be contentious. He believed that it was unfair to put Officers in the position where they could be open to influence from developers.
- He did not believe that by this change it would have a significant impact on the work of the Planning Committee.

Following the proposed amendment, the Leader commented that this debate had also been had in the Constitution Review Working Group and believed that this figure was set by Central Government. Councillor Mallett advised that this was in fact the number of houses which triggered affordable housing provision and not those which needed to be considered by the Planning Committee, as this was a figure set by this Council.

Councillor C. B. Taylor, Portfolio Holder for Planning and Strategic Housing, commented that he also had sympathy in respect of the call-in process, however this was part of the democratic process and that he

had total confidence in the officers making a decision on developments of up to 10 houses.

During the following debate of the amendment a number of areas were discussed in more detail, including:

- “Back garden” developments, which often fell under the 10 houses ruling and which had the potential to be contentious.
- Members were provided with a list of all applications on a weekly basis and if they had any concerns or concerns were raised with them by residents then there was the opportunity to call-in a particular application.
- It was discussed that residents may not be aware of the call-in process and whether any actions could be taken to promote this.
- Members “lobbying” other Ward Members in respect of an application that was outside of their own area.
- The removal of the call-in process and all applications going to the Planning Committee in order to make the process more open and transparent.

In accordance with the Council Procedure Rule 18.3 a recorded vote was taken and voting was as follows:

For the amendment Councillors Bloore, Buxton, Colella, Hotham, Jenkins, Mallett, P. McDonald, C. McDonald, Shannon, Thompson, Turner and Van der Plank (12).

Against the amendment Councillors Allen-Jones, Cooper, Deeming, Denaro, Dent, Glass, Laight, May, Sherrey, Spencer, M. Webb, S. Webb, Whittaker and Jones (14).

Abstentions Councillor S. Peters (1).

The Chairman declared the amendment to be lost.

A brief discussion followed in respect of the inclusion of Ward Councillors within a number of areas to ensure that they were involved in the decision making process, as it was likely that they would have more local knowledge within their Ward and therefore input from them would be useful. Members were reminded that Ward Members had been involved successfully in, for example in the New Homes Bonus Community Grant Scheme and it was envisaged that the Ward Member role could be further enhanced in other areas. The Leader confirmed that this would be considered as part of the overall review carried out by the Constitution Review Working Group.

RESOLVED that the current version of the Officer Scheme of Delegations be agreed as set out at Appendix 1 to the report.

10\18

APPOINTMENTS TO OUTSIDE BODIES

The Leader proposed that the Outside Bodies representatives from the 2017/18 be rolled over for the 2018/19 municipal year. He explained that officers were in negotiations with the relevant bodies and hoped to be able to negotiate, where possible that in future years these appointments be made for the full term of office of a Member.

Councillor Mallett provided an update in respect of the Worcestershire County Council Health Overview and Scrutiny Committee (HOSC) representative, as it had previously been reported that this needed to be a Member of the Overview and Scrutiny Board. After this had been queried at WCC it had transpired that this was not the case and that any Member could be nominated, however it was important that this person reported back to the Overview and Scrutiny Board on a regular basis. The Leader thanked Councillor Mallett for this update.

Members raised concerns in respect of a number of appointments, in particular that of the Worcestershire County Council Highways (Bromsgrove) Partnership Forum and why this had been deemed no longer necessary. Attendance at meetings of the various outside bodies and reports from the relevant Councillors was also discussed and Councillor Denaro explained that Democratic Services collated details of attendance and requested a brief update from each representative. A summary of these would be provided upon request.

Concerns were raised that whilst there was reference to a representative on the Greater Birmingham and Solihull Local Enterprise Partnership (LEP), there appeared to be no reference to a representative on the Worcestershire LEP. The Leader confirmed that there were also a number of Outside Bodies nominations which would be considered by Cabinet at its meeting on 30th May 2018. Councillor May confirmed that she was the representative on the Worcestershire LEP.

Reference was also made in respect of the Worcestershire County Council Corporate Parenting Board and the recent OFSTED report, which whilst giving excellent feedback in respect of Corporate Parenting had advised that there was a need to make improvements in respect of those with Special Educational Needs and disability. Councillor Sherrey, as the representative on this Board, confirmed that she was aware of this and that it was something which she would continue to raise at the appropriate meetings.

RESOLVED that the Outside Bodies nominations from 2017/18 be carried over for the 2018/19 municipal year.

The meeting closed at 6.45 p.m.

Chairman

Bromsgrove District Council

Composition of Committees 2018-19

Committee	Cons	Lab	Independent Alliance	Comments
Overview and Scrutiny Board	6 Allen-Jones Deeming Glass Laight Thomas S. Webb (subs – Jones, Dent, M Webb, Griffiths)	2 Take 3 Mallett Thompson Bloore	2 Colella Hotham	11 members on Board
Licensing Committee	6 Dent Glass Jones Sherrey Spencer S. Webb (subs – Cooper, Griffiths, Deeming)	2 Take 3 Buxton C. McDonald Shannon	2 Peters Turner (substitute Baxter)	11 members on Committee
Planning Committee	6 Allen-Jones Deeming Sherrey Spencer Thomas Whittaker #(subs – Taylor, Dent, S Webb, Cooper)	2 Buxton Shannon	2 Take 3 Baxter Hotham Peters (Substitute Turner)	11 members on Committee
Audit, Standards and Governance Committee	5 Allen-Jones Jones Laight Thomas M. Webb	2 Mallett Thompson	2 Colella Peters	9 members on Committee

Agenda Item 3

Electoral Matters Committee	4 Deeming Dent Glass M. Webb	1 Mallett	1 Take 2 Turner Baxter	7 members on Committee
TOTAL Entitlement	27	11	11	49 places available

Bromsgrove District Council



Audit, Standards and
Governance Committee

ANNUAL REPORT

2017 / 2018



Bromsgrove
District Council

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MEMBERSHIP



Mike Webb (Chairman)



Steve Colella (Vice Chairman)



Chris Allen-Jones



Richard Deeming



Rod Laight



Peter McDonald



Stephen Peters



Phil Thomas



Michael Thompson

INTRODUCTION

This report provides an overview of the Audit, Standards and Governance Committee's activities during the municipal year 2017/18.

The ultimate responsibility for Audit rests with the Portfolio Holder with responsibility for Finance and the Section 151 Officer. The Portfolio Holder is expected to attend each meeting in line with the Constitution.

During the year the Committee has considered reports on the following subjects:

- Monitoring Officers Report – which details complaints and training which has taken place during the period between meetings.
- Dispensation Reports
- Updates from the external auditors, Grant Thornton in respect of their work.
- Updates on the work of the Internal Audit Team.
- Section 11 Plan Monitoring.
- Quarterly Financial Savings Monitoring Update Reports.
- Corporate Risk Register
- The Risk Champion's Update Report.
- Statement of Accounts.
- Treasury Management Strategy
- Gifts and Hospitality Guidance for Councillors – referred by the Constitution Working Group for Members to consider and comment on.
- Benefits and Compliance Annual Update report 2016/17

Further information about some of the key responsibilities of the Committee are outlined in detail within this report.

THE ROLE OF THE AUDIT, STANDARDS AND GOVERNANCE COMMITTEE

Scope and Responsibility

The Audit, Standards and Governance Committee provides independent assurance to the Council in respect of:

- The effectiveness of the Council's governance arrangements
- The Annual Governance Statement
- The Review of the Annual Statement of Accounts
- Risk Management Framework and strategies
- The effectiveness of the Council's financial and non-financial performance
- Anti-Fraud arrangements
- Whistle-blowing strategies
- Internal and external audit activity
- Democratic governance

The Committee is also responsible for the Council's Standards Regime which covers both District and Parish Councils. Areas encompassed within the Standards Regime include:

- Promoting High Standards of Conduct by Councillors and co-opted members of Council bodies.
- Assisting Councillors and co-opted members to observe the Members' Code of Conduct.
- Advising and training Members and co-opted members in respect of the Code of Conduct.
- Formulating advice to members and officers in declarations of gifts and hospitality.
- Granting dispensations to Councillors and co-opted members from requirements relating to interests as set out in the Code of Conduct.
- Considering reports from the Monitoring Officer following investigation into a complaint about elected Members.

Meetings of the Board

The Council's constitution requires the Audit, Standards and Governance Committee to hold quarterly meetings. During the municipal year 2017/18 meetings were held in June and September 2017 and January and March 2018. The Audit, Standards and Governance Committee work programme was reviewed at each meeting with items included as and when considered and agreed by the Committee.

STANDARDS REGIME

There are two main areas which are considered regularly in terms of the Committee's responsibility for Standards.

Monitoring Officer's Report

This covers Member Training, Member Complaints and Parish Council matters.

Dispensation Report

At the start of the year the Committee granted a number of Members' dispensations to discuss matters in which they had an interest.

Parish Council Involvement

The Parish Council representative is able to add any item on to the agenda as required and this is highlighted within the Monitoring Officer's Report.

Investigations and enquiries

This year there have been no investigations about Members which required a Hearings Sub-Committee to be convened.

INTERNAL AUDIT REPORT

During the year the Committee has continued to receive updates on the work of the Internal Audit team including details of the following completed audit reports:

- Community Services- Disabled Facilities Grants
- Waste Management
- Land Charges
- Customer Services
- Treasury Management
- Cash Collection
- Individual Election Registration System

The Annual Report for Internal Audit 2017/18 was considered by the Committee at its meeting on 18th January 2018.

EXTERNAL AUDITORS

During the year the Committee received reports from the current External Auditors, Grant Thornton on the following subjects:

- Auditing Standards 2016/17
- Audit Findings Report
- Annual Audit Letter
- Certification Work Report 2017/18
- Audit Plan
- Progress Reports

The Progress Reports were considered at each meeting of the Committee and covered a range of issues including the following:

- Value for money
- Significant Risks
- The Changing Face of Corporate Reporting
- Financial Statements
- Housing Benefits

As part of the review of the work of the Committee in 2016/17 it was suggested that a new approach to considering the subject of benefit fraud due to the responsibility for benefits investigations being transferred to the DWP from the Council. In future officers suggested that an annual round up of other data relating to benefits and revenues was reported at the end of the financial year. This was acknowledged and a report was received by the Committee at its meeting on 15th March 2018 to this effect.

STATEMENT OF ACCOUNTS

The Audit, Standards and Governance Committee, considered the Statement of Accounts at the meeting on 14th September.

This was the second year that the Committee had considered the Audit Findings and Statement of Accounts. It was noted that the accounts had been submitted a month early in preparation for the revised deadline for local authority accounts which is being brought forward in 2017/18. Grant Thornton commented that further year on year improvement that had been made to the accounts, working papers and quality of information made available during the audit.

The external auditors issued an unqualified judgement on the accuracy of the accounts for 2016/17. Grant Thornton were satisfied that, on the basis of materiality, the Council's accounts were accurate

The Committee heard that further work would be required in 2017/18 to ensure that the new deadline for the accounts was met, and officers reported that steps were in hand to make sure that this occurred including making sure cover was in place for key posts in the finance team.

The Committee also noted the fact that a qualified value of money conclusion would be issued by the auditors, and that work that had already been started on improvements to address this would continue during 2017/18.

Legal, Equalities and Democratic Services

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Worcestershire B61 8DA

Telephone: (01527) 881288

Email:

a.scarce@bromsgroveandredditch.gov.uk

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Overview and Scrutiny **Annual Report**

2017-2018

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OVERVIEW AND SCRUTINY ANNUAL REPORT 2017-18

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FOREWORD FROM THE CHAIRMAN

Welcome to the Bromsgrove District Council's Overview and Scrutiny Board's Annual Report for 2017-2018.

Overview and Scrutiny has a key role in ensuring the effectiveness and efficiency of the Council's democratic structures and in ensuring continuous service improvement, value for money and the effective operation of the Council. This role of critical friend and/or challenge becomes even more key in the current context of declining funding and the need to identify other models to fund local services in the face of significant reductions in government funding support.

The past twelve months have seen a wide range of activity and discussion at the Overview and Scrutiny Board.

There have been a number of formal task groups this year. The activity of these task groups are detailed in our report. They include the Social Media Task Group, whose recommendations were accepted by the Cabinet. Other task groups agreed or in operation this year were The Strategic Review of CCTV (Short, Sharp Review); Road Safety around Schools; Hospital Car Parking; and agreed at the end of the year was a review of the Leisure Centre Project (in the light of the Sports Hall options paper received by the Board in March 2018.) My thanks to all Council Members who have been part of these reviews this year, and in particular to those who have led these reviews.

In addition to the formal task groups the whole Board has been involved in a range of Pre-Scrutiny and other reviews. These have included:

- Legal and Democratic, Parks and Open Spaces, Catering and Cleaning and Planning Policy Business Cases
- The Centres Strategy was reviewed and changes adopted
- A38 Investment
- Dolphin Centre replacement (ultimately leading to a task group investigation into the project planning process to commence shortly)
- Planning backlogs
- Transport Planning in Bromsgrove
- Air Quality Management (and in particular the Hagley AQMA decision)

The working groups, Finance and Budget (FBWG) and Measures Dashboard (MDWG) have continued this year, and following a Council delegation the FBWG will now support the review of commercial and investment business cases.

Agenda Item 8

The Board has continued to provide representation for the District Council at the County's Health Overview and Scrutiny Committee. My thanks to those members of the Board undertaking this important role over the past twelve months.

I would like to thank all the members of the Board, and the Democratic Services Officers who have so efficiently supported the growing work of the Board this year.

Councillor Luke Mallett
Chairman

INTRODUCTION

We are pleased to present the Overview and Scrutiny Annual Report which outlines our work during 2017/18 (this covers the municipal year from May 2017 to April 2018) and provides general information on the overview and scrutiny processes at Bromsgrove District Council.

Overview and Scrutiny is a key part of the democratic decision making process in local Councils, where elected Councillors outside of the Cabinet can contribute to shaping Council policy, community well-being and accountability. This is done by reviewing Council services and policies, community issues and key decisions and making recommendations for improvement.

The four key principles of Overview and Scrutiny, as defined by the Centre for Public Scrutiny (CfPS), the lead charitable organisation supporting Overview and Scrutiny in the country, are:

- Provides a ‘critical friend’ challenge to executive policy makers and decision-makers.
- Enables the voice and concerns of the public to be heard.
- Is carried out by ‘independent minded Members’ who lead and own the scrutiny role.
- Drives improvement in public services

The Members of the Board consider these principles when selecting topics to investigate whether it is holding the executive to account, reviewing policies, policy development or scrutiny of external bodies.

MEMBERSHIP (The Board is made up of 11 Members)



Cllr Luke Mallett – Chairman



Cllr Shirley Webb (Vice Chairman)



Cllr Chris Allen-Jones



Cllr Chris Bloore



Cllr Steve Colella



Cllr Malcolm Glass



Cllr Charlie Hotham



Cllr Rod Laight

Agenda Item 8



Cllr Caroline Spencer



Cllr Phil Thomas



Cllr Michael Thompson

THE ROLE OF THE OVERVIEW AND SCRUTINY BOARD

Overview and Scrutiny is a key part of the Council's political structure and it plays a vital role in improving the services that people of the District use, whether as a resident, employed here or just visiting. It does not just look at the way the Council does things, it can look at anything which affects the lives of people within the District and it allows citizens to have a greater say in Council matters.

Overview and Scrutiny allows Councillors to review and scrutinise decisions, look at existing practices and make recommendations to help ensure the residents of Bromsgrove District receive excellent services. The aim is to ensure Overview and Scrutiny adds value to the Council's decision-making process and makes a positive contribution towards policy development.

The detailed terms of reference and procedure rules for the Overview and Scrutiny Board can be found at Part 5 and Part 12 of the Council's Constitution. The Council's Constitution can be accessed by using the following link.

<http://svmodern.gov:9072/ieListMeetings.aspx?CId=329&Year=0> (Please click on the latest date to access the most recent version of the Council's constitution).

Number of Meetings

The Overview and Scrutiny Board try to meet on a monthly basis, during the 2017-18 municipal year a total of 11 meetings were held.

REPORTS CONSIDERED BY THE BOARD

The Board continues to receive regular updates in order to monitor the progress of recommendations it has made, through the Recommendation Tracker. This contains both recommendations put forward by Task Groups and accepted by the Cabinet, together with recommendations put forward by the Board itself. In respect of Task Groups the Board does, where necessary, receive an update report 12 months following acceptance of its recommendations.

During the course of the year the Board received a number of reports and made a number of recommendations. There has been continued support from the relevant Portfolio Holders this year, with regularly attendance from a number of them when a report which relates to their portfolio has been presented to the Board. This has given them an opportunity to hear first-hand the debate and ideas that the Board have put forward. On a number of occasions, whilst the Board has not made any recommendations in respect of an item it has endorsed and supported recommendations which would be considered by Cabinet at its meeting.

Pre-Decision Scrutiny

The Board has actively undertaken pre-decision scrutiny of a number of key issues, including the reviews of Legal and Democratic Services, Catering and Cleaning, Parks and Open Spaces and Planning Policy. Members commented on the proposals and noted developments.

The Centres Strategy

The Head of Economic Development and Regeneration presented the Centres Strategy for the Board's consideration. Members discussed a number of options available moving forward, however the Board recommended that the Strategy was not approved until further information was provided. This was shared with the Board in October 2017 with the full document presented. During the discussion it was noted that there had been an article in the local press in respect of a new connecting bridge which would be built at Bant Mill Road and it was confirmed that this project was the result of funding from Central Government. Members went on to discuss a number of issues in respect of the A38, including a suggestion which had been made to make the section where the new footbridge was proposed dual carriage way. It was agreed that the Centres Strategy be noted and that a briefing paper be prepared by officers regarding the proposed footbridge on the A38 which was subsequently presented to the Board in November 2017.

Dolphin Centre

The Board has continued to examine the replacement of the Dolphin Centre and in particular the facilities for displaced groups and the availability of a sports hall facility. The Head of Leisure and Cultural Services delivered a presentation and reassurances were provided that a number of groups that had participated in daytime and weekend sessions had been accommodated elsewhere. Football club bookings had primarily transferred to North Bromsgrove High School and the site had been the subject of improvement works, with a new lift installed to ensure access for people with physical disabilities. It was highlighted that a new operator had been awarded the contract for delivering the Council's leisure services; Sport and Leisure Management Ltd (SLM) - Everyone Active and the aim was to open the new leisure centre on 1st November 2017. The Board noted this progress. Following this meeting, the Executive Director, Finance and Resources discussed with the Board in March 2018 potential Sports Hall development options. During the presentation it was confirmed that an approach had been made to Sports England in respect of support and funding. Following in-depth scrutiny, Members made a number of suggestions and the Executive Director, Finance and Resources confirmed that she would take back concerns raised to the Chief Executive. It was agreed that a Task Group would be established to carry out a "lessons learnt" exercise (with Councillors Bloore and Baxter asked to complete a scoping document for presentation at the next meeting of the Board); and that the presentation be noted.

Planning Backlog

The Board received a report detailing the determination times for major planning applications in the period 1st April 2015 to 31st March 2017. It was noted that improvements continued to be made in the processing of major applications. Highways issues presented a challenge and the Portfolio Holder for Planning Services and Strategic Housing advised the Board that he would shortly be attending a meeting with the Leader of Worcestershire County Council, together with the relevant Cabinet member for Highways at the County Council and the Leader and Deputy Leader of Bromsgrove District Council, to discuss these highways issues further. The time taken by the Council to process minor planning applications was not due to be scrutinised at a national level and there were no plans to add data for these applications to the update report. In October the Board again noted the latest data on the matter and agreed that as the information was prepared for other purposes that the data would be sent out to Members prior to a Board meeting and if Members had any particular concerns then it could be placed on the agenda on an ad hoc basis.

Transport Planning

Worcestershire County Council (WCC) Officers attended the Board regarding transport planning matters. A number of issues were discussed including traffic count data, air quality monitoring (with particular reference to the Kidderminster

Road in Hagley) and the Freight Quality Partnership. Members commented that although reference had been made to specific problems in Bromsgrove Town Centre and Hagley it should be remembered that future developments could also impact on other areas of the District, this included the potential for developments arising from the duty to co-operate with other local authorities. In March 2018 the Board revisited the issue of Transport Planning, with the Strategic Planning and Conservation Manager providing a view of the current position. He had spoken to Mott Macdonald consultants employed by the District Council, in respect of the Western Distributor Road and they were prepared to respond with some high level recommendations. It was also suggested that Members may wish to include comments provided by community groups such as the Whitford Voice within their final report. Members put forward a number of suggestions and the Strategic Planning and Conservation Manager confirmed that he would take away the ideas that Members had put forward and contact the relevant officers to come up with a suitable report which looked to the future.

Air Quality Management Area (AQMA), Kidderminster Road, Hagley - Pre-scrutiny of Cabinet Report

The Board considered in detail air quality monitoring, with the Technical Services Manager, Worcestershire Regulatory Services (WRS) highlighting that the levels being monitored were below the national objective and under DEFRA guidelines if this was the case for the previous 3 years then it was sufficient to trigger revocation of the AQMA and that WRS would continue to monitor the air quality within the area. Following in-depth discussion, the Board recommended that; WRS reverse the proposal to revoke the Hagley AQMA; that the Council invest in sensitive and appropriate monitoring equipment in all of its AQMAs, carry out voluntarily monitor for Particulate Matter as its duty as the responsible authority and increase the AQ monitoring points in Hagley from Stakenbridge Lane to the B4187 (Worcester Rd junction); and that Worcestershire Regulatory Services engages fully and positively with Worcestershire County Council Highways to resolve known local Highways issues that exist along AQMAs and adjoining carriageways that effect air quality and health.

General Items

Update in respect of Council's Economic Priorities

The Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships, Councillor May, updated the Board on the Council's economic priorities. A new strategy, exploring future growth areas had been commissioned. During consideration of this item the Executive Director of Finance and Corporate Resources also provided Members with an update in respect of the Investments and Acquisitions Strategy, which was due to be considered by Cabinet and Council in September. This strategy explored the potential to invest in land or buildings for commercial use and the Board noted the position.

Recommendation Tracker

This report goes to the Board on an annual basis and lists all the recommendations that have been made by the Board and the progress on implementation made to date.

Artrix SLA Annual Update Report

The annual report from the Artrix is presented to the Board as part of the Service Level Agreement (SLA). It evidences and evaluates Bromsgrove Arts Centre Trust's (Artrix) performance and impact during the financial year, with impact measured where possible against key deliverables set out in the Service Level Agreement between Bromsgrove District Council and Bromsgrove Arts Centre Trust. It includes the ambitions for the following year throughout the narrative. Members noted the content of the report.

WORCESTERSHIRE HEALTH OVERVIEW & SCRUTINY COMMITTEE (HOSC)

The Council's representative on this Committee must be a Member of the Overview and Scrutiny Board and is required to provide the Board with regular updates on the work being carried out.

Council appointed Councillor Shirley Webb as the Board's representative and she performed this role until her resignation in October 2017. Councillor Hotham was appointed to replace Councillor Webb and held the post from October 2017 to February 2018. Councillor Hotham resigned in February 2018, and was replaced by Councillor Bloore.

Councillor Hotham provided feedback from the HOSC meetings he had attended and responded to questions from Members. In particular the following matters were referred to:-

November meeting

- Budget issues which had been discussed by HOSC at its November meeting which had taken place jointly with the County Council Adult Care and Well Being Overview and Scrutiny Panel.

January meeting

- The budget for Adult Social Care and the implications of the increase in Council Tax which would provide an additional £7.2 million ring fenced funding for 18/19.
- Staff shortages for health care staff and that the high number of vacancies had led to the closure of several care homes across Worcestershire.
- Whether the increase in Council Tax would be sufficient to address the situation in future years.
- The problems around recruitment and low wages for health care staff and whether the additional funding would have any impact to improve the situation.

Councillor Bloore provided the following feedback from the meeting that he attended.

March meeting

- Waiting times at the Acute Hospitals. Ambulance staff had been dealing with life threatening situations and acting as medical staff within the hospital environment. From the Ambulance Services point of view that there were serious concerns around both waiting times and delays in moving people out of hospital and into social care together with a real need for extra beds to be made available.

WORKING GROUPS – UPDATE

Following the review of the work of the Board at the April 2016 meeting, a number of areas of improvement were discussed. One of these was its role in scrutinising the budget and the other the role of performance monitoring. It was agreed that for 2016/17 the Board would set up a Finance and Budget Working Group and a Measures Dashboard Working Group. This would enable a dedicated group of Members to consider these areas in both a more detailed and timely manner, which would in turn allow them to feed through any recommendations to Cabinet more promptly.

The terms of reference for each Working Group were agreed by the Board. The terms of reference included details of a quorum and stated that Members must be members of the Overview and Scrutiny Board, together with how recommendations could be made and would be fed back into the main Board.

A review of how both these groups had worked took place at the April meeting of the Board, when there was general consensus that these groups had made a constructive contribution to the scrutiny process and it was agreed that both groups would therefore continue to form part of the Council's scrutiny process for 2018/19. However, following a request from the Members of the Measures Dashboard Working Group its terms of reference would be reviewed, with any revision to these being brought back to the Board's meeting in May 2018. The role of the Finance and Budget Working Group had also been further enhanced following a request from full Council for its work to include supporting the review of commercial and investment business cases.

Finance & Budget Working Group

Membership: Councillors Luke Mallett (Chairman), Steve Colella, Charles Hotham, Rod Laight and Phil Thomas

The Finance and Budget Scrutiny Working Group was set up by the Board to carry out detailed scrutiny/pre-scrutiny of a number of Financial Reports and the setting of the Council's budget. The group have met on 9 occasions to date and considered issues such as shared services, cost allocations, commercialisation and Financial Strategy, procurement regulations and a budget timeline for future meetings. On the 15th January 2018, the Chairman of the Working Group, introduced a report which put forward two recommendations, that Redditch Borough Council refund Bromsgrove District Council for the officer time spent due to the additional management time being spent on the housing service in Redditch; and a review of the Management Team re-charge between the two councils be carried out in light of the information received by the Finance and Budget Working Group.

In February 2018 the Board considered the Medium Term Financial Plan and Fees and Charges and it was recommended by the Board that the budget table, as presented in the Medium Term financial Plan, reflect the cumulative position over the four years for unavoidable and other cost pressures; that the estimated funds required to develop a Sports Hall be ring fenced; that the Management Team model scenarios in relation to shared service exit arrangements, due to financial sustainability, to include alternative wider options ; and that income from major planning applications is removed from the budget projections to enable a more realistic financial projection to be presented.

Measures Dashboard Working Group

Membership: Councillors Shirley Webb (Chairman), Chris Allen-Jones, Rod Laight and Caroline Spencer

This Working Group has met regularly to scrutinise the measures associated with each of the strategic purposes in turn. In some cases the group highlighted where the detail provided was out of date. In other cases Members suggested that the style in which the measures were being presented could be changed. Members were reminded that following a Board decision to participate in informal meetings with Members of Redditch Borough Council's Performance Scrutiny Working Group, and an invitation had been sent to the Chairman of the Redditch group to attend one of the Measures Dashboard Working Group's meetings later in the year.

In August 2017 the Chairman of the Working Group reported on Members accessing the Measures Dashboard via their iPads. A trial was undertaken involving Board Member volunteers and in November it was confirmed that access to the Dashboard was now available on iPads. In February Councillor Colella attended the Working Group's meeting, as the Chairman of the Staff Survey Joint Scrutiny Task Group, to discuss how best the Working Group could support the recommendations put forward by that Group. At its April meeting the Chief Executive attended and supported the Group in considering how best the Group could progress its work moving forward.

TASK GROUP INVESTIGATIONS & SHORT, SHARP REVIEWS CARRIED OUT

The detailed final reports of all these investigations can be found on the Council's website within the Overview and Scrutiny section.

Social Media Task Group

Membership: Councillors Rod Laight (Chairman), Sean Shannon, Michael Thompson and Les Turner

Completed October 2017

In September 2016 the Board agreed to set up a Task Group to investigate the Council's use of social media in response to a topic proposal put forward by Councillor Chris Bloore. This was something which had been discussed at the Preventing Homelessness Task Group when the potential for social media to be used more effectively to promote the support available from the Council to vulnerable residents had been discussed.

The terms of reference were to:-

- Establish how social media is currently used within the Council and what improvements, if any could be made.
- Review any related policies.
- Research into how other Councils use social media.
- Achieve greater engagement with the public and customer satisfaction.

The Group held 10 meetings in total and gathered evidence from a range of sources. Interviews were held with the Council's Communications Manager and a reporter from the local free newspaper. A brief questionnaire was also sent to all Members in order to establish how they used social media, which received an excellent return rate. The Group also reviewed detailed data including usage and comparisons with other local authorities in the County, and considered the impact of social media platforms such as Facebook and Twitter. Members discussed ideas of how social media could be used to engage with people and involve them more in the democratic process, including detailed consideration of the option of "live streaming" public meetings. Another important area the Group covered was use of social media by Members, how this can link to their role as councillors and whether Members would benefit from more training to understand the subject better and appreciate the advantages and potential pitfalls.

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The final recommendations from the Task Group were considered at the Overview and Scrutiny Meeting on 30th October 2017. The Task Group made 5 recommendations namely:

- That the Council should promote its meetings through social media in order to engage with residents;
- That the Council should consider a trial of the live streaming of particular items/meetings of interest to residents through Facebook;
- That the Council's Social Media Policy be reviewed to include guidance for officer use, and a separate section dedicated to Members' use of social media, with Members of the Task Group to assist with the section in respect of guidance for Members' use.
- That an area be created on the Measures Dashboard dedicated to data in respect of access to the Council's social media accounts in order to measure its usage; and
- That as part of the Member Induction Programme a workshop type training session be provided for Members, covering:
 - An introduction to Social Media on an iPad; and
 - Any legal implications of Members' use of social media and how to keep safe.

The final report of the Task Group was considered by Cabinet at its meeting on 1st November 2017 and all five recommendations were adopted.

Strategic Review of CCTV – Short, Sharp, Review

Membership: Councillors Steve Colella (Chairman), Caroline Spencer, Michael Thompson and Shirley Webb

Deadline: April 2018

A short sharp review into issues around CCTV was established in January 2017 to further explore issues that had been highlighted by a review of the CCTV. Members were keen to ensure that the work the review carried out did not repeat that previously done and set three main objectives, including understanding and validating the process and monitoring of CCTV cameras and its ongoing review.

Due to changes in membership of the Review there was a delay in meetings taking place. In June 2017 the Review was able to recommence with Councillors Caroline Spencer and Shirley Webb joining the group following Councillor Cooper having moved to Cabinet.

A series of meetings have taken place and the work of the Review is continuing with the final report due to be published in July 2018.

Road Safety Around Schools

Membership: Councillors Chris Bloore (Chairman), Rita Dent, Steve Colella, Sean Shannon and Caroline Spencer.

In June 2017, the Board considered a proposal for a scrutiny review of parking enforcement in the district which had been originally raised in a Council meeting held on 26th April 2017. The Board felt that it would be helpful to receive further information and it was agreed that Officers would attend a future meeting. In September 2017 the Environmental Services Manager together with a representative of Wychavon District Council's Civil Parking Enforcement Service presented a report addressing the points raised by the Board. Following consideration there was general consensus that a Task Group review focusing on parking problems around schools should be undertaken, with the detailed topic proposal agreed by the Board in October. The Group met for the first time on the 5th February and re-named the review "Road Safety Around Schools" following further discussion in respect of the scope. The work of the Group is progressing and it is anticipated that a report will be presented to the Board summarising the Group's findings in September 2018.

Hospital Car Parking

Membership: Councillors Chris Bloore (Chairman), Steve Colella, Chris Allen-Jones and Shirley Webb

In August 2017 the Board considered a referral that had been received from Council to undertake a review of parking charges at hospitals, which had been the subject of a Notice of Motion. Whilst concerns had been raised in the motion regarding the impact of parking charges on patients and their families it was noted that some of its content was factually incorrect. A number of Members who had recently visited hospitals in the county noted that signs were on display in the car parks and these clearly advised patients and visitors that, after covering the costs of maintaining the car parks, any revenue would be reinvested in hospital services. Members noted that it would be helpful to obtain further information about the charges in place for parking at the hospitals in Worcestershire which was subsequently provided to the Board in October.

JOINT OVERVIEW AND SCRUTINY INVESTIGATIONS

Staff Survey Joint Scrutiny Task Group

BDC Membership: Councillors Steve Colella (Chairman), Caroline Spencer and Shirley Webb.

RBC Membership: Councillors Jayne Potter (Vice Chairman), Tom Baker-Price and Jennifer Wheeler

Deadline: Completed October 2017

As set out in the 2016/2017 annual report, Members agreed in October 2016 to set up a joint scrutiny task group with Members of Redditch Borough Council and Scrutiny Board, to consider the outcomes of the Councils' staff surveys conducted in 2013 and 2016. This joint approach was considered appropriate in light of the fact that many staff work in services shared across the two Councils. This was the first Joint Task Group involving these two authorities only.

Concerns arising from the poor staff response rate to the two surveys inspired this review. The Task Group was allocated the following terms of reference:-

- To consider how to increase the response rates in future.
- To consider the merits of the questions both in terms of desired outputs and number of questions.
- To establish reasons for the low response rates.
- To benchmark the survey with other similar organisations
- To make recommendations to the Bromsgrove Overview and Scrutiny Board and Redditch Overview and Scrutiny Committee.

Over a series of meetings between November 2016 and June 2017 the Task Group carried out a detailed review of the outcome of the staff surveys and the measures being put in place by officers to address the poor response rate and associated issues. Interviews took place with senior officers including the Head of Business Transformation, and Organisational Development, the Human Resources and Development Manager and the Chief Executive.

The Task Group made four recommendations namely:

- 1) That a Member of the Overview and Scrutiny function be appointed to the role of Leader Councillor for Supporting Staff;

Agenda Item 8

- 2) That the Lead Councillor for Supporting Staff and the relevant Portfolio Holder from each Council assist in the formulation of all future staff surveys and attend staff briefings;
- 3) That a quarterly update on the Programme Board's Action Plan be received by the Overview and Scrutiny Committee; and
- 4) That the Performance Scrutiny (RBC) and Measures Dashboard (BDS) Working Groups' terms of reference be updated to include an area covering performance management processes, performance targets and objective setting across both authorities;

The recommendations were considered by Cabinet on 6th September 2017 and were accepted save that the suggestion in recommendation 2 for the Portfolio Holder to assist in the formulation of staff surveys and attending staff briefings was declined; Cabinet was of the view that this would be a more suitable function for the Lead Councilor for Supporting Staff to carry out.

Councillor Steve Colella has been appointed as the Lead Councillor for Supporting Staff and is continuing to carry out the functions for this role.

PLANS FOR THE FUTURE

At its final meeting on 23rd April the Board discussed its key achievements over the year and the work of the task groups and working groups. The Chairman also took the opportunity to thank Members and Officers for their hard work in supporting the scrutiny process.

Paperless Bromsgrove

Councillor Cooper presented this topic proposal to the Board in January 2018. Following discussion the Board agreed that the topic be included in the work programme and that a Task Group be established to undertake a more in-depth investigation, with the appointment of a Chairman for the Task Group being set at a date to be determined.

Provision of a Sports Hall Facility

This subject has been discussed at a number of meetings over recent years and at the meeting held in March 2018, the Board agreed that a Task Group should be set up to carry out a lessons learnt exercise as detailed earlier in the report.

Working Groups

As detailed under this section of the report, the work of both Groups has significantly changed during this year and it is likely that further changes to the terms of reference will be made in the forthcoming year.

FURTHER INFORMATION

Overview and Scrutiny Board Meetings

Overview and Scrutiny Board meetings are open to the public. To find out more visit our website at <http://www.bromsgrove.gov.uk/council/the-council/overview-and-scrutiny.aspx> or telephone 01527 881288 and ask to speak to the Democratic Services Officer.

Public Involvement

If you would like to have your say on issues being considered by Overview and Scrutiny or to suggest a topic for consideration you can email scrutiny@bromsgrove.gov.uk or complete the form on the Council's website at <http://www.bromsgrove.gov.uk/council/the-council/overview-and-scrutiny/public-participation.aspx>

Giving Evidence

Members of the public or organisations with a special interest or knowledge about a particular topic being considered by Overview and Scrutiny can put forward evidence to a Committee or appear as a witness to give evidence for an investigation. If you think you or your organisation might be able to participate in an issue currently under review, please contact us.

If you have a personal issue with a Council service you may find it more useful to contact your local ward Councillor who can help you decide the best way to take it forward.

Contact Overview and Scrutiny

If you would like to find out more about any aspect of the Overview and Scrutiny Board then you can email scrutiny@bromsgrove.gov.uk or telephone 01527 881288 and ask to speak to the Democratic Services Officer.

**Overview and Scrutiny
Legal, Equalities and Democratic Services
Bromsgrove District Council
Parkside, Market Street, Bromsgrove B61 8DA**

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Legal, Equalities and Democratic Services

Bromsgrove District Council, Parkside,
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CABINET

RECOMMENDATIONS TO THE COUNCIL

13TH JUNE 2018

30TH MAY 2018

1. Bromsgrove Sport & Leisure Centre – Sports Hall Options Appraisal

Members considered a report which overviewed the feasibility study that had been undertaken on behalf of the Council to determine the potential to either refurbish or construct a new sports hall and ancillary facilities on School Drive, Bromsgrove as part of the Bromsgrove Sport & Leisure (BSCL) site. Following discussions Cabinet

RECOMMEND TO COUNCIL that capital funding of £600k be released from balances in 2018/19 to complete the Phase 2 and 3 works associated with the project.

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

30TH MAY 2018, AT 6.00 P.M.

PRESENT: Councillors G. N. Denaro (Leader), K.J. May (Deputy Leader),
B. T. Cooper, C. B. Taylor and P. J. Whittaker

Officers: Mr. K. Dicks, Ms. J. Pickering, Mrs. C. Felton, Mr. J. Godwin
and Ms. A. Scarce

1/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor M. A. Sherrey.

2/18 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3/18 **MINUTES**

The minutes of the Cabinet meeting held on 11th April 2018 were submitted.

RESOLVED that the minutes of the meeting of the Cabinet held on 11th April 2018 be approved as a correct record.

4/18 **MINUTES OF THE MEETINGS OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 11TH APRIL AND 23RD APRIL 2018**

The minutes of the Overview and Scrutiny board held on 11th and 23rd April 2018 were noted.

It was noted that the recommendation included within the Minutes of the meeting held on 11th April had been dealt with at the Cabinet meeting held on the same evening.

5/18 **SPORTS HALL FEASIBILITY OPTIONS APPRAISAL**

The Portfolio Holder for Leisure and Cultural Services provided background information in respect of the project. Highlighting that the decision was taken in 2014 to build a new Sports and Leisure Centre, which would not include a Sports Hall, as a report from Sports England had advised that there was sufficient sports hall facilities within the District. After discussion it was agreed that Officers would enter negotiations with BAM in respect of the use of the sports hall facility at North Bromsgrove High School as an

additional facility. Unfortunately, at a very late stage the Council was advised that this would not be possible for the amount of weeks originally agreed, 48 and were offered 38 weeks. Officers were then asked to come back to Cabinet with an options appraisal report, which Members now had before them. This had been prepared by MACE the managing agent for the new centre and provided a number of different options and associated costs.

The Portfolio Holder for Finance and Enabling referred Members to paragraph 4.2 of the report which provided full costings for the proposed options which ranged from £2.9m to £4.7m. There was the potential for money to be raised from the sale of land, but this would not be as significant as had originally been suggested if a Sports Hall was built. Details of the income generated from the options was also included and was anticipated to be no more than £70k, which would give prudential borrowing of up to £1.9m. This in turn gave a predicted shortfall of £1.9m to £2.83m, which would need to be funded from elsewhere. The Portfolio Holder for Finance and Enabling went on to outline the financial future of the Council including reductions in funds from the New Homes Bonus and Business rates for example. It was also highlighted that within the Medium Term Financial Plan presented at the February 2018 full Council meeting that there were significant shortfalls to be faced by the Council in the future years totalling £2.1m. The aim of the Council was to maintain its services and it would be difficult to find the funding for a Sports Hall within these financial constraints. The Portfolio Holder for Finance and Enabling therefore suggested that reluctantly the Council could not afford the project. This was supported by the Portfolio Holder for Leisure and Cultural Services.

Members went on to discuss a number of areas covered within the report, including:

- The potential income from the Sports Hall, if a soft play area was included and the level of prudential borrowing it could generate.
- The amount available through prudential borrowing and the amount of additional funds that the Council would need to find.
- The cost of the options being far in advance than expected.
- The need for the Council to remain financial sustainable in future years.

RESOLVED that Capital funding of £600k be released from balances in 2018/19 to complete the Phase 2 and 3 works associated with the project.

6/18

PERFORMANCE REPORT

The Deputy Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships introduced the report and drew Members attention to paragraph 2.1 which stated that Bromsgrove was a highly successful labour force where employment levels were amongst the highest in the West Midlands region, which supported the discussions being held with Brendan Nevin. She also confirmed that she was in the process of developing updated economic measures which would be brought forward in due course. The aim was to improve and increase the average salary for

those born in the area, which was supported by evidence from the recent survey of the Bromsgrove Community Panel.

The Chief Executive reiterated the comments in respect of updating a set of economic measures and the need for the data to be more up to date. It was noted that a number of Corporate Measures were also including which covered such areas as sickness absence.

RESOLVED that the Corporate Performance Report in respect of “Help me run a successful business” be noted.

7/18

OUTSIDE BODIES 2018/19 - APPOINTMENTS BY CABINET

The Leader confirmed that the Outside Bodies listed in the Appendix had been agreed at the recent North Worcestershire Leaders’ Board meeting.

It was noted that the representative on the PATROL (Parking and Traffic Regulations Outside London) Adjudications Joint Committee representative should be the Portfolio Holder for Environmental Services and as this had recently moved to the Portfolio of Councillor Margaret Sherrey, the necessary amendment would be made.

RESOLVED that, subject to the amendment detailed above, the appointments be made to the bodies as detailed in Appendix 1 to the report.

The meeting closed at 6.18 p.m.

Chairman

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Cabinet

30th May 2018

Bromsgrove Sport & Leisure Centre – Sports Hall Options Appraisal

Relevant Portfolio Holder	Cllr Peter Whittaker Cllr Brian Cooper
Portfolio Holders Consulted	Yes
Relevant Head of Service	Head of Leisure & Cultural Services
Wards Affected	All
Ward Councillor Consulted	No

1. SUMMARY OF PROPOSALS

The report overviews the feasibility study that has been undertaken on behalf of the Council to determine the potential to either refurbish or construct a new sports hall and ancillary facilities on School Drive, Bromsgrove as part of the Bromsgrove Sport & Leisure (BSLC) site.

The report also confirms the costs associated with the completion of the Phase 2 (demolition) and Phase 3 works (car parking) that are required to complete the works approved by the Council in its 1st June 2015 Dolphin Centre Replacement – Financial Update report.

2. RECOMMENDATIONS

2.1 The Cabinet is asked to RECOMMEND to the Council that:

2.1.1 That the preferred option of the Cabinet is approved.

2.1.2 That the Capital Programme for 2018/19 be increased by £180k in order to progress the preferred option up to Royal Institute of British Architects (RIBA) Stage 4 so a decision can be made with regard to the sports hall provision at the Full Council meeting on 21st November 2018.

Or;

2.1.3 The Capital Programme for 2018/19 be increased to meet the expected costs of the preferred option agreed at 2.1.1 and that work commences on the project.

Or;

2.1.4 That capital funding of £600k is released from balances in 2018/19 to complete the Phase 2 and 3 works associated with the project should none of the options be selected for progression.

3. Background

3.1 As Members will be aware in July 2014 the Council agreed to replace the ageing facilities at the Dolphin Centre with a new site to be built on School Drive. As part of the report the Council commissioned Sport England to undertake a number of modelling runs of its Facility Planning Model which alongside the Council's prudential borrowing predictions informed and underpinned the approved facility mix for the new site.

Cabinet

30th May 2018

- 3.2 In January 2016 following a successful funding application to Sport England Members approved an increase of £1.5m in the overall capital budget available to provide additional facilities for local residents.
- 3.3 In June 2016 following the procurement of the preferred contractors and the submission of final prices the Council agreed to enter into a contract for the replacement of the site with a total project cost of £13.7m.
- 3.4 As part of the agreement in July 2014 officers were asked to progress discussions with BAM FM, Worcestershire County Council and North Bromsgrove High School as follows:

“That officers investigate and implement an option to develop a Dual Use arrangement at North Bromsgrove High School provided that it does not impact on the capital costs incurred by the Council and therefore does not impact upon the MTFP”.

- 3.5 As reported to Members on a number of occasions initial discussions with the above parties were positive, an outline agreement was reached that met the operational and financial needs of all parties and this was confirmed in an agreed Heads of Terms Documents.
- 3.6 The key factor within the agreement was that the Council would be able to make the facilities available to residents through its leisure operator on a peak hours and weekend basis for 48 weeks of the year to ensure continuity of usage.

The heads of terms that were agreed in principle also ensured that this was at a cost that would not impact upon the viability of the business model proposed by the operators or the Council’s Medium Term Financial Plan.

- 3.7 Although progress with completing the contractual agreements was slower than the Council would have ideally liked, the contractual documents were progressed and were close to the point where they were due for signing. However in the later stages of the process and the construction programme for the new site the Council were notified by BAM FM that the approach to the exam periods had altered and the site could only be offered to BDC for 38 weeks per annum.
- 3.8 Clearly, this changed the position with regard to the access agreement considerably as we would no longer be able to offer consistent usage/bookings to residents and this in turn would impact upon the financial viability of the facilities.
- 3.9 Officers have met with BAM representatives to discuss this matter in considerable depth, the position as outlined above has been confirmed as the basis of the contractual offer.

Officers have continued to negotiate with BAM FM to ensure delivery of the access to the sports hall as it is considered this will be a beneficial facility despite the reduction in availability.

Cabinet

30th May 2018

At the time of writing this report the revised heads of terms have been submitted to BAM FM's legal team and we await final confirmation on a limited number of items including when the access arrangement can be confirmed and the site used.

3.10 Based upon the change of position Members requested that officers commission an options appraisal to look at the feasibility of developing a dedicated sports hall offer on site. The report was required to:

- Investigate the potential to develop a 4 Court Sports Hall and Ancillary Facilities and the construction methods that could be used on the School Drive site to deliver this.
- Ensure the design is Sport England compliant and meets their design guide requirements.
- Create a Unique Selling Point (USP) to support the Economic aspirations of the Council for the Town Centre.
- Create Added Value to ensure it is affordable under prudential borrowing requirements.
- Establish the high level expected financial position that the scheme could realise to fund the capital investment.
- Establish indicative timelines to deliver the project based on the options established.

3.11 The detailed report can be found at Appendix 1 and is based upon the following options:

Option	Description	Comment
1	Existing Sports Hall Refurbishment & New Changing Pavilion.	Refurb of current site but maintain steel frame and flooring.
1a	Existing Sports Hall, New Changing Pavilion & Soft Play.	Added value based on Soft Play/Tag Active offer. Indirect Access Created.
2	New Build Sports Hall & Changing Pavilion at front.	Building adjacent to new site. Direct Access created.
3	New Build Sports Hall & Changing Pavilion at Rear.	Building adjacent to new site. Indirect access created.
4	New Modular Build Sports Hall & Changing Pavilion.	Building adjacent to new site. Indirect access created.
4a	New Modular Build Sports Hall, Changing Pavilion and	Building adjacent to new site. Indirect access created.

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	Soft Play.	Added Value included based on soft play/Tag Active.
5	New Build Sports Hall, Changing Pavilion at front and Soft Play. <i>This is based upon Option 2.</i>	Building adjacent to new site. Direct Access created. Added Value included based on soft play/Tag Active.

NB – Option 3 was not progressed to include the enhanced offer as it was considered to be a less desirable design than Option 2 due to the added value aspects being located at the rear of the building.

3.12 Members will see that the report on Page 10 clearly demonstrates that the site at School Drive can accommodate the proposed options. This will be achieved by redesigning the current/approved car park layout and by using additional land that was identified for disposal in the July 2014 committee report. There is a potential that this will impact upon the value of the land that the Council expected, however the full impact will not be known until detailed designs are undertaken, views sought from planners and additional site surveys undertaken.

3.13 The initial report has been reviewed by Sport England and it has been confirmed that they are satisfied that the detail is sufficient to move to the next stage of the project and that options put forward will meet their requirements at this point. Clearly as the project is developed further, conversations will be required to ensure that the detailed design that is developed maintains this position.

Members should also note that following the notification to the council with regard to the loss of access officers have liaised with colleagues at Sport England and reviewed the position to ensure that the information used in any subsequent report remains up to date and valid.

It has been confirmed that no additional runs of the FPM are required as there have been no substantial changes within the local areas that would impact upon the data sets used in the original modelling and its outturn.

3.14 Within the appraisal and as shown in the table at 3.11 above the options at 1a, 4a and 5 contain the Soft Play elements designed to create the USP and to offer the greatest return to the Council to support/meet the prudential borrowing requirements.

Following a high level review of the options available and discussions with the current operator this was felt to be the most suitable offering to the local market based on levels of competition, cost of investment and available space.

This information is shown in more detail in Section 2 and Section 4 of the appraisal.

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3.15 Due to the different lead in times and construction methods put forward the duration of the works would vary across the options. Full details can be found at Section 5 but the headline completion dates are as follows:

- Option 1 & 1a – October 2019
- Option 2, 3 & 5 – August 2019
- Option 4 & 4a – July 2019

3.16 The above dates would be subject to final confirmation as part of any procurement process and could be subject to change due to a number of factors including the point when the formal decision is made, weather and ground conditions, supplier lead in times and the need to achieve planning consent for the new scheme.

3.17 As Members may be aware the Royal Institute of British Architects (RIBA) have for a number of years produced a “Plan of Work” that is seen as industry best practice to ensure that the 3 key aspects of a construction project (Cost, Time & Quality) are understood and managed effectively. The full detail of this can be seen in the appendix of the Options Appraisal and this has been the basis of the next steps approach shown at Section 5.

3.18 In order to ensure that the Council is in a position to move forward with the proposal, officers would recommend that if required we reappoint MACE consultancy under the NHS Shared Business Services Construction Consultancy Services Framework Agreement to take the project from current options appraisal to RIBA Stage 4 Completion of Detailed and Technical Design including a detailed review of revenue implications and procurement exercise to establish definitive costs.

This is the basis of recommendation 2.1.1 and by doing so the Council would have certainty around the cost of the works proposed, timescale for completion, detailed understanding on the prudential borrowing position and clarity of the affordability of the proposed works.

It is anticipated that this work would be completed in order for a formal position to be agreed in November 2018 and that report could act as a gateway for the latter stages of the project.

3.19 Alternatively Members could, as outlined in recommendation 2.1.3, move to a position where the scheme moves forward on the basis of the preferred option and the costs contained within the feasibility study. In this circumstance no further reports would be brought back to Council unless the procurement exercise determines that the outlined budget projections were insufficient.

4. Financial Implications

4.1 In order to progress the scheme to RIBA Stage 4 and conclude the two stage NEC design and build tender process, the Council would need to commit to spending **£180k**. Members should note that these costs are within the overall

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costings put forward and would form part of the overall capital project costs should the scheme be approved. However should the scheme not be progressed these would be classed as abortive costs and they would need to be funded from revenue balances.

- 4.2 As covered in Section 4 of the Options Appraisal the full costings for the proposed options can be seen. The options have been based upon metre square construction rates, professional fees and contingency percentages and inflation costs based on the indicative programme. At present costs range from **£2.995 million** through to **£4.735 million** dependent upon the size, location and construction methodology.
- 4.3 Within the above fees Members will note that the cost of car parking has been omitted, this is due to the fact that the proposed car parking will be as per the original scheme which is felt to be sufficiently large enough to cope with the increased usage a sports hall provision would bring. The cost (see 4.7 below) for these elements is shown under committed client costs as this work will be required outside of the final decision made relating to the Sports Hall in order to complete the project.
- 4.4 Members should also note that in the original business case for the BSLC site we had expected to receive **£1.8 million** of income from the sale of land on School Drive. Dependent upon the preferred option selected and its impact on the existing car park layout there would be a reduction in the land available for sale. As per Section 3.12 this position cannot be confirmed until the final design is developed. Any reduction in expected funding will be considered within a future committee report, however it is anticipated that the growth in commercial land values in the past 4 years will offset some or all of this potential loss.
- 4.5 The options appraisal at Section 6 provides an overview of the income potential for the new facilities that are proposed. It should be noted that these have not yet been market tested and/or agreed with the Council's leisure operator. As such they should be considered as indicative at this stage and that they will require further review should the project progress.

However the information provided does give a guide to the level of prudential borrowing that could be achieved from the additional facilities. Based on the maximum revenue projection being achieved of **£70k** per annum the Council could borrow up to **£1.9 million** to fund the project.

- 4.6 This would leave a funding shortfall of between **£1.95 million** and **£2.835 million** that would need to be found from alternative means should Members wish to progress with the project.

The Council currently has £600k of capital receipts, £4m of balances and there may be an opportunity to secure prudential borrowing based on future income streams from the BSLC facility.

It is proposed that officers undertake a more detailed review of the associated funding opportunities once a decision is made on the preferred option and the Cabinet recommendation is known.

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- 4.7 Should the option be approved that no sports hall is provided the Council will return to its previously agreed scheme and continue to secure the reduced availability at NBHS Sports Hall.

The demolition of the current Dolphin Centre and implementation of additional car parking will be undertaken and an increase in the capital programme of **£600k** is recommended to complete the works.

5. Legal Implications

- 5.1 There are no direct legal implications contained within this report as it is assumed that the construction contracts that will be used within the proposal will follow the same route as the current BSLC project as per the Committee Reports of July 2014 and January 2016.

- 5.2 As part of the preferred operating model works highlighted below, officers will also review the contractual position that is in place between the Council and the leisure operator to determine what (if any) obligations exist from increasing the range of services on and if the current operator would have a legal right to run these services on the Councils behalf.

6. Service / Operational Implications

- 6.1 There are no direct service/operational implications contained within this report. However it should be noted that the cost associated with implementation of an alternative operator within a standalone site will be considerably higher than those associated with utilising the existing operator structure and as such this will impact upon the prudential borrowing position and the overall affordability of the scheme.

7. Customer / Equalities and Diversity Implications

- 7.1 There are no direct Customer, Equality or Diversity Implications contained within this report.

8. Risk Management

- 8.1 There are no direct risks associated with this report over and above the risk of abortive costs that have been covered in the finance section.
- 8.2 Dependent upon the recommendation that is made, should the project be progressed to design and procurement and/or a construction phase a risk register will be created to reflect the approach being taken.

9. Appendices

Appendix 1 – Bromsgrove Sports and Leisure Centre - Sports Hall Options Appraisal March 2018.

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10. Background Papers

Dolphin Centre Replacement Report – 2nd July 2014
Dolphin Centre Replacement Report – 6th January 2016
Dolphin Centre Replacement Report – 1st June 2016

Author of the Report

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Bromsgrove Sport & Leisure Centre Sports Hall Options Appraisal

April 2018

Programme Management



Cost Management



Architect



Civil & Structural Engineering



MEP Engineering



Leisure Consultancy



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3. Design Overview
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- C Programme
- D Elliott's Feasibility
- E Car Park Strategy Drawings
- F Sport England Affordable Sports Hall
- G RIBA Stages of Work

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1. Introduction

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1 Introduction and background

The Council requested that Mace complete an options appraisal for the addition of a 4 court Sports Hall to compliment the facilities within the recently completed Bromsgrove Sport & Leisure Centre (BSLC).

Currently the new BSLC comprised of a 25m pool, learner pool, spa, fitness suite & studio space. By adding a Sports Hall this facility will provide a publically accessible sports hall space to the local community which can be utilised by the local's sports clubs of Bromsgrove, further enhancing the facilities that the council & Everyone Active have to offer.

Whilst BSLC has recently opened it was initially planned to provide a Sports Hall space in the adjoining school grounds through the use of a security gate. This agreement would have led to a joint use approach between the school, BAMFM and Everyone Active, with the leisure centre being able to access the space at evening and weekends (there is no holiday agreement in place). However due to change in the access agreement and the availability of the activities spaces at the school site, the Council has requested that further construction based options are explored to provide consistent access to a sports hall on site.

The purpose of this report is to provide a RIBA 0 level options appraisal of the concepts available to the council for providing a sports hall facility and to review the design, cost and programme implications of each of these. Mace have coordinated with architects, Roberts Limbricks; who were also the Architects for the main BSLC building from feasibility. Modular specials, Elliot's; who Mace have engaged with to understand the options for modular and pre-fabrication of a new build sports hall. Civil & structural consultants, Curtins; also previously

engineers for the new BSLC. M&E consultants, DDA; also consultants of the main BSLC building. These consultants have been engaged with to provide a robust report that covers all key areas of consideration. This report outlines the following considerations:

- Sport England Requirements
- Options to Create USP and Added Value aspects
- Development of an affordable scheme
- Outline project Programmes
- Provide next steps

Do date Sport England have funded £1.5m towards the development of sporting facilities in Bromsgrove. The introduction of a new sports facility will include consultation with Sport England as a key stakeholder in the project.

The Seven options available to the council will look to utilise the rear area of the currently proposed car park & three of the options reviewed will provide a new build structure, which differ in layout & buildability. The final option is to renovate the existing sports hall by demolishing the remainder of the Dolphin Centre.

Further to the Seven options included, this report also covers the potential for an interim solution in the existing sports hall to provide Everyone Active with a space that is fit for purpose until a permanent solution is provided.

This report summaries the conversations and findings, concluding by outlining the key next steps moving forward, for discussion with Bromsgrove District Council.

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2. Design Overview

2 Design Overview

The existing site has been reviewed by the design team and they have provided seven options which can be located at one of two sites across the facility. These are to either utilise the existing sports hall or locate a new sports hall facility adjacent to the new BSLC.

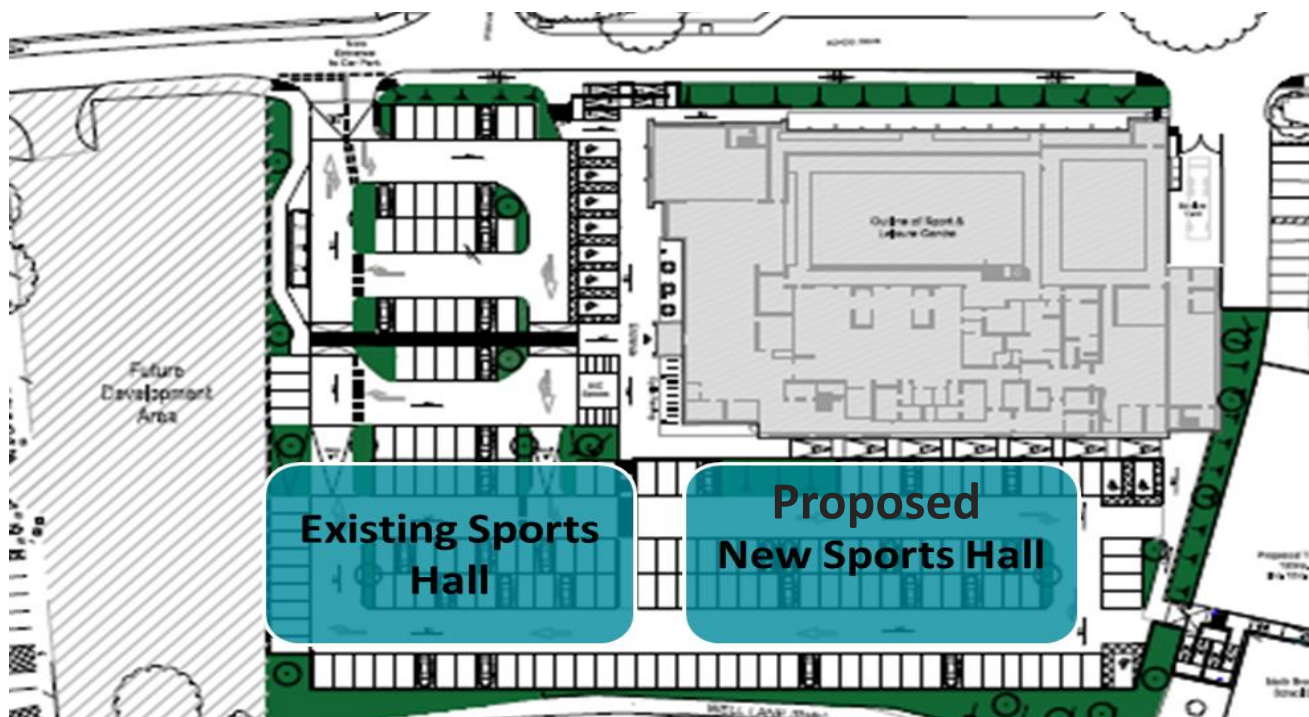
The proposed new location will provide an area that matches in with the New Leisure Centre and through sensitive architectural design, could provide a scheme that flows between the two buildings. There are a number of advantages and limitations to each of the schemes and these can be viewed in a comparison table at the end of section 2.

The new build options have been based on the guidance within Sport England's affordable sports hall model - option 1b (Appendix F) to ensure a cost effective & suitable design is proposed in line with the Sport England requirements and funding provided for the Leisure Centre. Should a design be progressed to RIBA Stage 1 for a full feasibility study, it would be from this point that Sport England would be formally engaged with the project and the design and considerations would be formally presented to them for comment.

The original scheme did not account for either the existing sports hall to be retained for a new sports hall and therefore, any of the chosen designs will lead to a change in the design of parking available for the centre. However, a new layout will be suggested depending on the scheme which is taken forward.

Should the scheme progress with a new build option, it will provide a more simplistic car park design whereas utilising the existing sports hall would lead to a split car park. It should be noted that either option will provide the required level of car parking, as designed within the original scheme.

A breakdown of the 7 design options that have been reviewed as part of the options appraisal, has been included overleaf, before the report then details each of the designs individually. For further cost information on each of the options please see section 3.



2 Design Overview

Option 1 - Refurbishment of the existing Dolphin Centre sports hall. This includes allowances for the reconfiguration of a new car park compromising 190 car parking spaces and 14 disabled spaces. There is a new ramp and stair access including landscaping, partial demolition and retaining wall.

Option 1a - Refurbishment of the existing Dolphin Centre sports hall & addition of a sport play/ multi-purpose space. This includes allowances for the reconfiguration of a new car park compromising 190 car parking spaces and 14 disabled spaces. There is a new ramp and stair access including landscaping, partial demolition and retaining wall.

Option 2 - New build, sports hall which would be circa 76 m² larger and would include a pavilion and equipment store. Externally and as per option 1 there would be an inclusion of 190 car parking spaces and 14 disabled spaces including the above external elements but would include a full demolition of the site.

Option 3 - This is similar to option 2 but has a different external layout located next to the new

leisure Centre. This option includes a new glass canopy which is more expensive and includes less car parking with 183 spaces and 17 disabled spaces.

Option 4 – This option is as per Elliot's quotation for a modular new build and includes OHP and prelims. A full breakdown of scope can be found in appendix D.

Option 4a – This option is based on Elliot's quote for option 4 for a modular new build and includes OHP and prelims. This option includes the addition of the multi-purpose/soft play space to the front of the building.

Option 5 – New build, sports hall which would include a pavilion and equipment store. Externally and as per option 1 there would be an inclusion of 190 car parking spaces and 14 disabled spaces including the above external elements but would include a full demolition of the site. This is a variation of option 2 and includes a multiuse space above the changing facilities and would be a traditional, new build solution.

Option	Construction	Construction	GIFA m ²
Option 1	Existing Sports Hall	Refurbishment	934
Option 1a	Existing Sports Hall, Changing Pavilion & Soft Play	Refurbishment	1203
Option 2	New Sports Hall and Changing Pavilion	New Build	997
Option 3	New Sports Hall and Changing Pavilion	New Build	915
Option 4	Modular New Sports Hall and Changing Pavilion	Prefabrication/ Modular	1000
Option 4a	Modular New Sports Hall, Changing Pavilion & Soft Play	Prefabrication/ Modular	1269
Option 5	New Sports Hall, Changing Pavilion & Soft Play	New Build	1274

2 Design Overview

DDA have provided initial comments on the work that may be required for each of the options. Once the project proceeds to RIBA Stage 1, DDA will then be able to undertake further surveys of the remaining capacity for M&E systems off the new leisure centre, as the extent of this currently unknown. Based on DDA's leisure experience it has been assumed that all of the seven options discussed may require new supplies. Whilst this can be designed in from the start for any of the new sports halls, careful consideration would be required when designing any scheme based on the existing sports hall.

Utility considerations:

At this stage it is assumed that new utility connections would be required for all of the sports hall options. The electrical supply would be a new connection from Western Power, derived from the substation serving the existing leisure Centre. This would likely be a joint on to the existing supply cable previously diverted to allow construction of the new leisure Centre.

The gas supply would be a modification of the gas supply to the existing leisure Centre. The gas meter is in an external housing located in the car park where the new changing facilities would be on the options below.

The existing water main terminates at a valve box to the rear of the existing leisure Centre. This would be modified by the contractor as it is a private main and routed to the new plant area.

BT / Data would need to be assessed. A duct connection could be installed to the new leisure Centre allowing the sports hall to operate as an extension of the leisure center's internal network. Alternatively a new BT ducted connection could be made from the BT network on School Drive if an independent telephone/data network is required.

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2 Option 1 – Existing Sports Hall (Refurbishment)

This option retains the existing sports hall and adds a changing facility extension to the side and would use the existing equipment store. It is envisaged that a second reception would be required to ensure that the sports hall is secure and to ensure that it is revenue protected due to the distance between the sports hall and the main reception.

The use of the existing sports hall provides the opportunity to design the area as a destination, clearly showing the differing facilities on offer and could provide an enticing spectacle for potential customers. However, this is offset by the design of the car park due to the natural split which is caused by the existing building. To further enhance the existing sports hall, it has been suggested that it would be re-clad which would provide further synergies between the two facilities creating the sense of a leisure destination.

Should this option be progressed, it will require careful consideration from the design team and specifically the structural engineers to detail how the remainder of the Dolphin Centre is demolished whilst safely retaining the Sports Hall. At this point no structural survey has been undertaken and it is anticipated that the structure would require underpinning on the north side of the hall. This hasn't been allowed for at the stage due to the unknowns. Should this option proceed to RIBA Stage 1 and beyond, the design team would undertake a full array of surveys required to design the existing sports hall in the required detail.

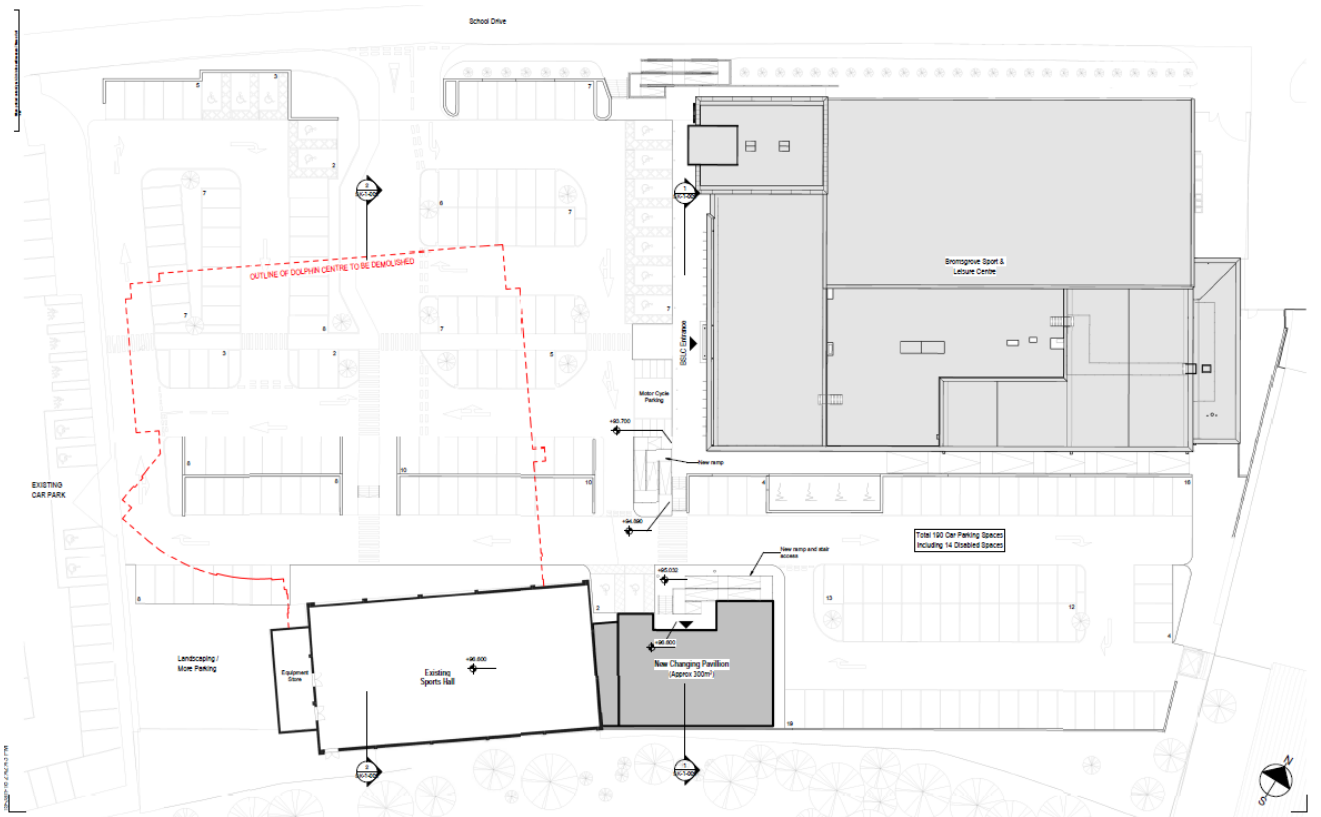
It is currently proposed to strip out and replace the existing services due to the age of the systems and therefore, reaching the end of their useful life and suitability against current Sport England recommendations and requirements. For example whilst the current SON lighting in the sports hall fit for purpose, compared to new technologies, it is inefficient and does not achieve the lighting levels and glare limits recommended for Badminton by Sport England's latest recommendations.

It would be recommend the installation of new high level natural ventilation turrets, gas-fired radiant heating and low energy LED lighting. A dedicated space for M&E plant and incoming utility meters would be required. The current meter room proposed on the architectural layout does not take into account the detailed requirements. Therefore it could be insufficient and require expansion. At this stage it would be estimated that an area in the order of 20m² would be sufficient.

Advantages	Limitations
Utilisation of the existing hall , therefore all structure already in place, negates need for retaining wall extension along Well Lane	Equipment store: Due to the design utilizing the existing store, it would be a reduced size compared to a new build solution and is not in the optimal position for operations.
Opportunity to re-clad and create new Changing facility linked to hall	Access: The disjoint from the main leisure Centre means that users would face a convoluted journey through the car park to the sports hall and would require a new set of steps & ramp.
Ease of access to the Sub Station to the rear of the site	Café access: Users are less likely to use the existing facilities if they do not have to use the main reception to book in
Highly visible frontage perpendicular to new BSLC facility	



Option 1 – Massing model (extract from Appendix A)



Option 1 – Site Plan (extract from Appendix A)

2 Option 1a – Existing Sports Hall (Refurbishment), with Soft Play

This option retains the existing sports hall and adds a changing facility & soft play extension to the side and would use the existing equipment store. It is envisaged that a second reception would be required to ensure that the sports hall is secure and to ensure that it is revenue protected due to the distance between the sports hall and the main reception.

The addition of a soft play space would provide the opportunity for a split level reception & entrance leading to a low level changing facility before going up to the sports Hall and Soft Play space. This would also include a reduced level access from the car park, which would help mitigate the limitation of access from option 1.

The concept of providing a low level changing facility provides a different perspective compared to option 1 and additional space has been created for the provision of a soft play space. Whilst this design increased the capital cost of option 1, there are additional revenue benefits for including such facilities. The detail to adding such facilities can be found in section 4, where the business case for the scheme is discussed.

As per option 1, should this option be progressed, it will require careful consideration from the design team and specifically the structural engineers to detail how the remainder of the Dolphin Centre is demolished whilst safely retaining the Sports Hall.

At this point no structural survey has been undertaken and it is anticipated that the structure would require under-pinning on the north side of the hall. This hasn't been allowed for at this stage due to the unknowns. Should this option proceed then Curtins would undertake initial surveys at RIBA Stage 1 before undertaking further intrusive surveys at RIBA Stage 2 & 3

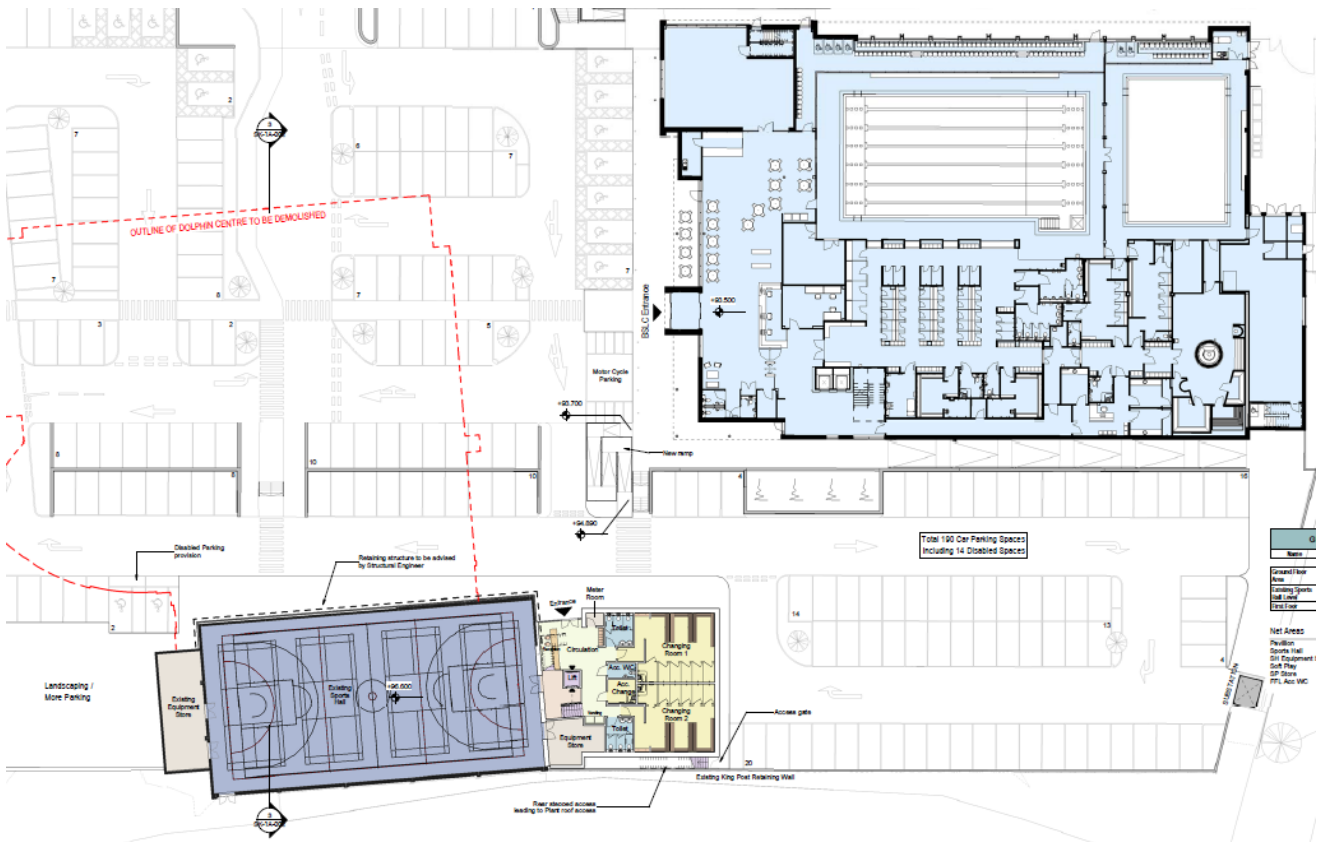
It is currently proposed to strip out and replace the existing services due to the age of the systems and therefore, reaching the end of their useful life and suitability against current Sport England recommendations and requirements. For example the current SON lighting in the sports hall is inefficient and does not achieve the lighting levels and glare limits recommended for Badminton by Sport England.

It would be recommend the installation of new high level natural ventilation turrets, gas-fired radiant heating and low energy LED lighting. A dedicated space for M&E plant and incoming utility meters would be required. The current meter room proposed on the architectural layout does not take into account the detailed requirements. Therefore it could be insufficient and require expansion. At this stage it would be estimated that an area in the order of 20m² would be sufficient.

Advantages	Limitations
Utilisation of the existing hall , therefore all structure already in place, negates need for retaining wall extension along Well Lane	Equipment store: Due to the design utilizing the existing store, it would be a reduced size compared to a new build solution and is not in the optimal position for operations.
Opportunity to reclad and create new Changing facility linked to hall	Café access: Users are less likely to use the existing facilities if they do not have to use the main reception to book in
Ease of access to the Sub Station to the rear of the site	Sports Hall size: Limited space available to meet sport England requirements for a Four Court Sports Hall.
Highly visible frontage perpendicular to new BSLC facility	
Reduced entry level provides a more inclusive feel to the two buildings	



Option 1a – Massing model (extract from Appendix A)



Option 1a – Site Plan (extract from Appendix A)

2 Option 2 – New Sports Hall and Changing Pavilion (New Build)

This option proposes a new sports hall and changing pavilion located on the 'rear' section of land adjacent to the existing leisure Centre. Whilst this area of land is at a higher level than the new BSLC, if the existing ground levels are used then the BSLC will lessen the impact of the height of the new sports hall.

This option provides a more joint approach to the facilities compared to option 1. The sports hall and new leisure Centre would be linked by a covered walkway and users would check-in via the existing leisure Centre before proceeding to the sports hall through via a set of steps or platform lift. In addition to the covered all way, a fence line would be required between the two buildings to ensure that the sports hall is revenue protected. This would omit the requirement for having an additional reception area. The remaining site area forms the car park, which is wholly visible when entering the site.

The entrance to the sports Centre is opposite the main circulation stair and full height glazing off the main leisure Centre reception so there would be some visual connectivity between the 2 buildings -

The massing of the new sports hall and changing is such that the lower single Storey changing pavilion is to the front but being of smaller scale adds emphasis to the main leisure Centre building and the main entrance.

New services would be installed to serve the new building and the installation of new high level natural ventilation turrets, gas-fired radiant heating and low energy LED lighting, would be recommended.

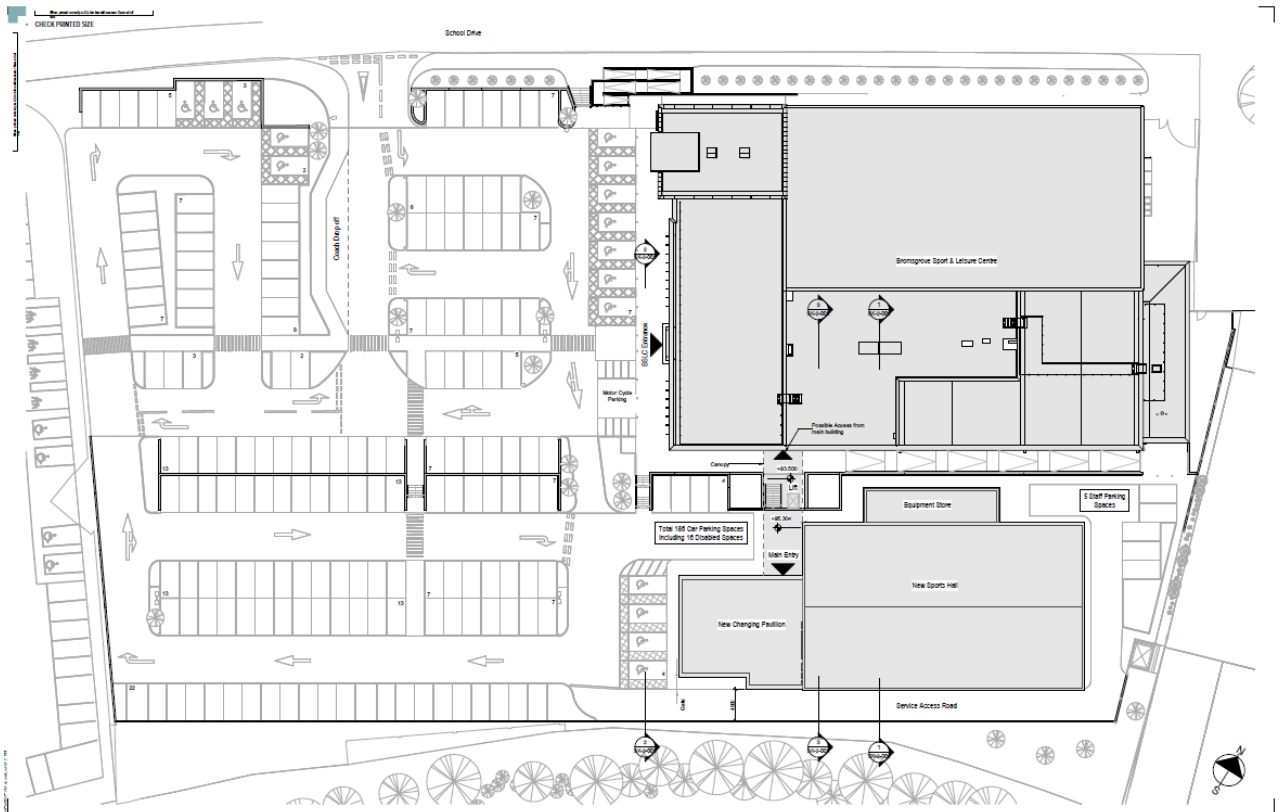
The current meter room proposed on the architectural layout does is based on the assumed capacity. Should this option be progress then DDA will undertake a number of surveys to detail the requirements. At this stage it would be estimated that an area in the order of 20m² would be sufficient.

It should be noted that this building location impacts on the position of the Electric Vehicle Charging Point (EVCPs) proposed for the new build leisure Centre and that these would need relocating elsewhere in the car park. It may be more economically viable to supply these from the electrical supply to the new build sports hall.

Advantages	Limitations
The Hall, Changing pavilion and stores as a new build are fully compliant with the guidelines space and facilities requirements	A service road is require to reach the substation at the rear of the site
The orientation of the new building links well to the new Bromsgrove Sports & Leisure facility and provides an opportunity for a covered link from the main reception with new stair and Platform lift and replacement of a window in the BSLC with an external door	The building may been to be supported by extensive piles/ foundations due to the known make up of the ground from the construction on the BSLC.
The site massing allows for the bulk of the hall to be concealed behind the new facility with a highly visible new entrance and link on approach	Due to the space limitation, the building will be close to the retaining wall and therefore require careful engineering to determine the exact location
The orientation of the store on the long side allows for access when the hall is subdivided	Link will be required between the two building, which adds to the scope of the project.
The Car Park is left as one regular shaped arrangement where all spaces are visible on approach	
The phasing of new build and demolition of the Dolphin Centre is simple	



Option 2 – Massing model (extract from Appendix A)



Option 1 – Site Plan (extract from Appendix A)

2 Option 3 – New Sports Hall and Changing Pavilion (New Build)

This option is similar to that of option two and also proposed a new sports hall and changing pavilion located on the 'rear' section of land adjacent to the existing leisure Centre, but by the nature of the site levels, at a higher level.

Access between the new leisure Centre and the new sports hall is via new steps and an existing external ramp. The changing pavilion and entrance is located to the rear of the new building and does not link to the new leisure Centre. The new sports hall appears correctly sized for a 4 court hall, however the equipment store is not in an ideal location on the short end of the hall. The remaining site area forms the car park, which is wholly visible when entering the site. The entrance to the sports hall is set well back and not visible from the site entrance.

The massing of the new sports hall and changing is such that the sports hall is to the front and could be a rather bland elevation with little opportunity for glazing etc. The height of the sports hall is slightly higher than the leisure Centre.

New services would be installed to serve the new building and the installation of new high level natural ventilation turrets, gas-fired radiant heating and low energy LED lighting, would be recommended.

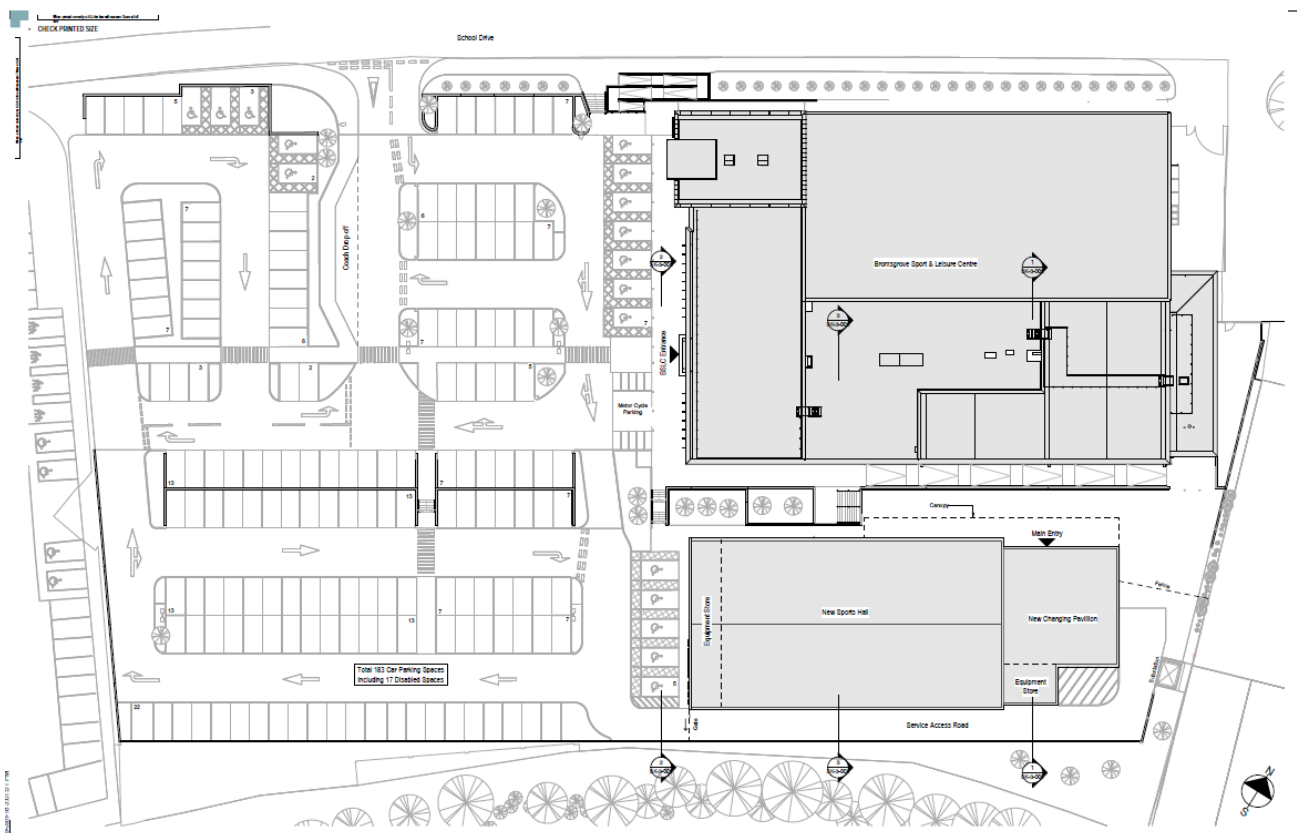
The current meter room proposed on the architectural layout does is based on the assumed capacity. Should this option be progress then DDA will undertake a number of surveys to detail the requirements. At this stage it would be estimated that an area in the order of 20m² would be sufficient.

It should be noted that this building location impacts on the position of the EVCPs proposed for the new build leisure centre and that these would need relocating elsewhere in the car park. It may be more economically viable to supply these from the electrical supply to the new build sports hall.

Advantages	Limitations
The Hall, Changing pavilion and stores as a new build are fully compliant with the guidelines space and facilities requirements	The scheme is effectively option 2 mirrored in an attempt to utilise the existing ramp and negate the need for a platform lift. This however severely weakens the link to the new main building and leaves a large area of unusable space around the new entrance.
The site massing allows for the bulk of the hall to be concealed behind the new facility with a new entrance accessible by the existing ramp and a new set of stairs	The principle elevation to the car park is now a storage unit and the basic mass of the sports hall which lacks to the visual interest of Option 2
The Car Park is left as one regular shaped arrangement where all spaces are visible on approach	The arrangement of storage is now separate and at either end
The phasing of new build and demolition of the Dolphin Centre is simple	A service access road is required to reach the Sub Station at the rear of the site
	The building may need to be supported on extensive foundations or piles due to the nature of the ground
	Due to the constraints of space the building will be close to the toe of the retaining wall that bounds the ramp along the Sports Centre which will determine careful structural consideration



Option 3 – Massing model (extract from Appendix A)



Option 3 – Site Plan (extract from Appendix A)

2 Option 4 – Pre-fabrication/ Modular New Sports Hall and Changing Pavilion (Modular)

This option is based on the design of the proposed traditional new build location and therefore provides the same advantages as previously described, with regarding to location, car parking and the option to integrate the design of the newly complete BSLC.

Furthermore, the additional benefit to this option is use of a hybrid modular system which would utilise off site manufacturing to provide an effective and efficient operational building. The building is constructed using a steel frame before being in filled with timber panels and clad as prescribed by the project architect.

Through utilising a hybrid modular system the scheme can still benefit from many aesthetical enhancements made by the project architects, whilst also providing a simplistic construction progress. For example, one approach that could be taken is to use a steel frame with masonry infill panels with a single story building being predominately timber frame construction.

The Hybrid solution utilises off-site manufacturing techniques to pre-assemble sections of the structure. The pre-assembled panels are delivered to site and are quickly erected to form watertight areas before internal fit-out works commence.

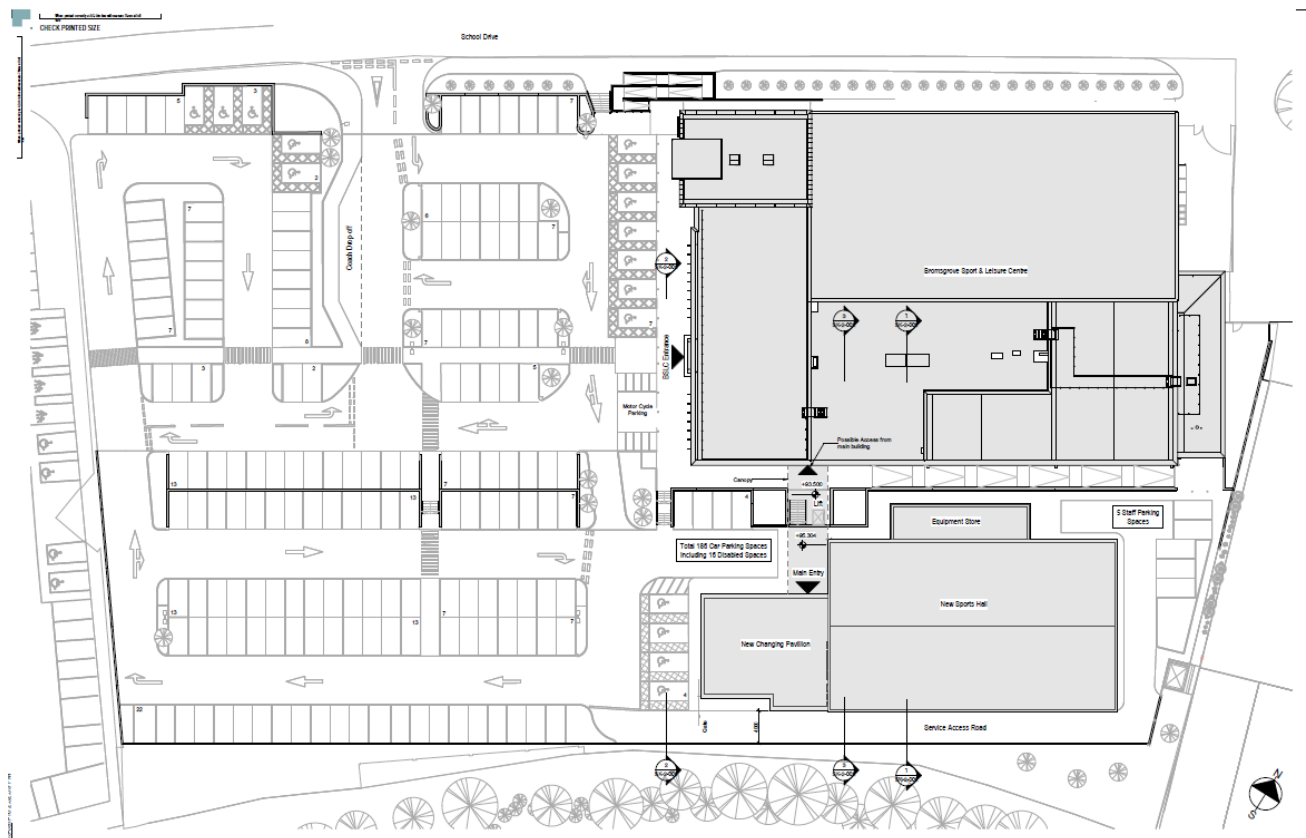
It would be anticipated that the M&E systems required for this option would be in line with option 2 & 3. However, further coordination would be required with the modular build contractor to ensure that the proposed systems are viable in the space available through the pre-fabricated super structure.

It should be anticipated that the proposed location of a modular building will still affect the position of the EVCPs proposed for the new build leisure Centre and that these would need relocating elsewhere in the car park.

Advantages	Limitations
The Hall, Changing pavilion and stores as a new build are fully compliant with the guidelines space and facilities requirements	A service road is require to reach the substation at the rear of the site
The orientation of the new building links well to the new Bromsgrove Sports & Leisure facility and provides an opportunity for a covered link from the main reception with new stair and Platform lift and replacement of a window in the BSLC with an external door	The building may been to be supported by extensive piles/ foundations due to the known make up of the ground from the construction on the BSLC.
The site massing allows for the bulk of the hall to be concealed behind the new facility with a highly visible new entrance and link on approach	Due to the space limitation, the building will be close to the retaining wall and therefore require careful engineering to determine the exact location
The orientation of the store on the long side allows for access when the hall is subdivided	Link will be required between the two building, which adds to the scope of the project.
The Car Park is left as one regular shaped arrangement where all spaces are visible on approach	Limited design flexibility when using modular/ pre-fabricated components.
The modular build allows for a decreased on site programme duration, due to the off site manufacturing	



Option 4 – Modular Example (extract from Appendix D)



Option 4 – Site Plan (extract from Appendix A)

2 Option 4a – Modular New Sports Hall, Changing Pavilion and soft play (Modular)

This option is based on the design of option 2 and therefore provides the same advantages as previously described.

Furthermore, the additional benefit to this option is use of a hybrid modular system which would utilise off site manufacturing to provide an effective and efficient operational building. The building is constructed using a steel frame before being in filled with timber panels and clad as prescribed by the project architect.

Through utilising a hybrid modular system the scheme can still benefit from many aesthetical enhancements made by the project architects, whilst also providing a simplistic construction progress. For example, one approach that could be taken is to use a steel frame with masonry infill panels with a single story building being predominately timber frame construction.

The Hybrid solution utilises off-site manufacturing techniques to pre-assemble sections of the structure.

The pre-assembled panels are delivered to site and are quickly erected to form watertight areas before internal fit-out works commence.

Further variations from option 4 includes the addition of a soft plan facility. This would be included on the first floor of the changing facilities and could include a double height space to maximize the soft provision.

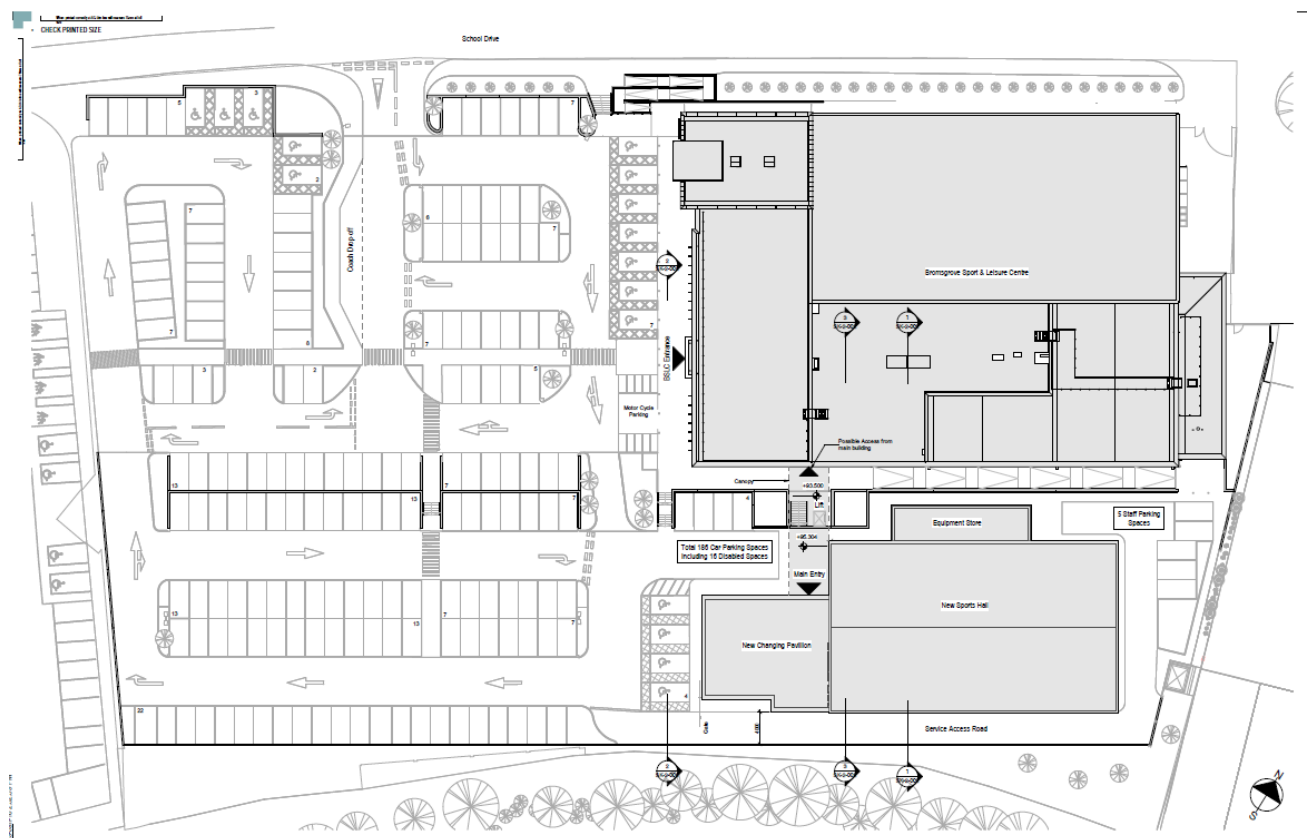
It would be anticipated that the M&E systems required for this option would be in line with option 2 & 3. However, further coordination would be required with the modular build contractor to ensure that the proposed systems are viable in the space available through the pre-fabricated super structure.

It should be anticipated that the proposed location of a modular building will still affect the position of the EVCPs proposed for the new build leisure Centre and that these would need relocating elsewhere in the car park.

Advantages	Limitations
The Hall, Changing pavilion and stores as a new build are fully compliant with the guidelines space and facilities requirements	A service road is require to reach the substation at the rear of the site
The orientation of the new building links well to the new Bromsgrove Sports & Leisure facility and provides an opportunity for a covered link from the main reception with new stair and Platform lift and replacement of a window in the BSLC with an external door	The building may been to be supported by extensive piles/ foundations due to the known make up of the ground from the construction on the BSLC.
The orientation of the store on the long side allows for access when the hall is subdivided	Due to the space limitation, the building will be close to the retaining wall and therefore require careful engineering to determine the exact location
The Car Park is left as one regular shaped arrangement where all spaces are visible on approach	Link will be required between the two building, which adds to the scope of the project.
The modular build allows for a decreased on site programme duration, due to the off site manufacturing	Limited design flexibility when using modular/ pre-fabricated components.
Additional height of building allows full sized soft play provision	The additional height of the building limits what is concealed behind the new facility with a highly visible new entrance and link on approach



Option 4a – Modular Example (extract from Appendix D)



Option 4a – Site Plan (extract from Appendix A)

2 Option 5 – New Sports Hall, Changing Pavilion & Soft Play (New Build)

This option is similar to that of option two and also proposed a new sports hall and changing pavilion located on the 'rear' section of land adjacent to the existing leisure Centre, but by the nature of the site levels, at a higher level.

Access between the new leisure Centre and the new sports hall is via new steps and a lengthy existing external ramp. The changing pavilion and entrance is located to the rear of the new building and does not link to the new leisure Centre. The new sports hall appears correctly sized for a 4 court hall, however the equipment store is not in an ideal location on the short end of the hall. The remaining site area forms the car park, which is wholly visible when entering the site. The entrance to the sports hall is set well back and not visible from the site entrance.

The addition of a multi-use space above the changing facilities would provide further benefits for Everyone Active & the council to provide a wider range of facilities, whilst also changing the front elevation, to match in with the new BSLC.

The massing of the new sports hall and changing is such that the sports hall is to the rear of the building and as such provides the opportunity to continue the design of the BSLC into the new sports hall through the use of glazing and fins.

New services would be installed to serve the new building and the installation of new high level natural ventilation turrets, gas-fired radiant heating and low energy LED lighting, would be recommended.

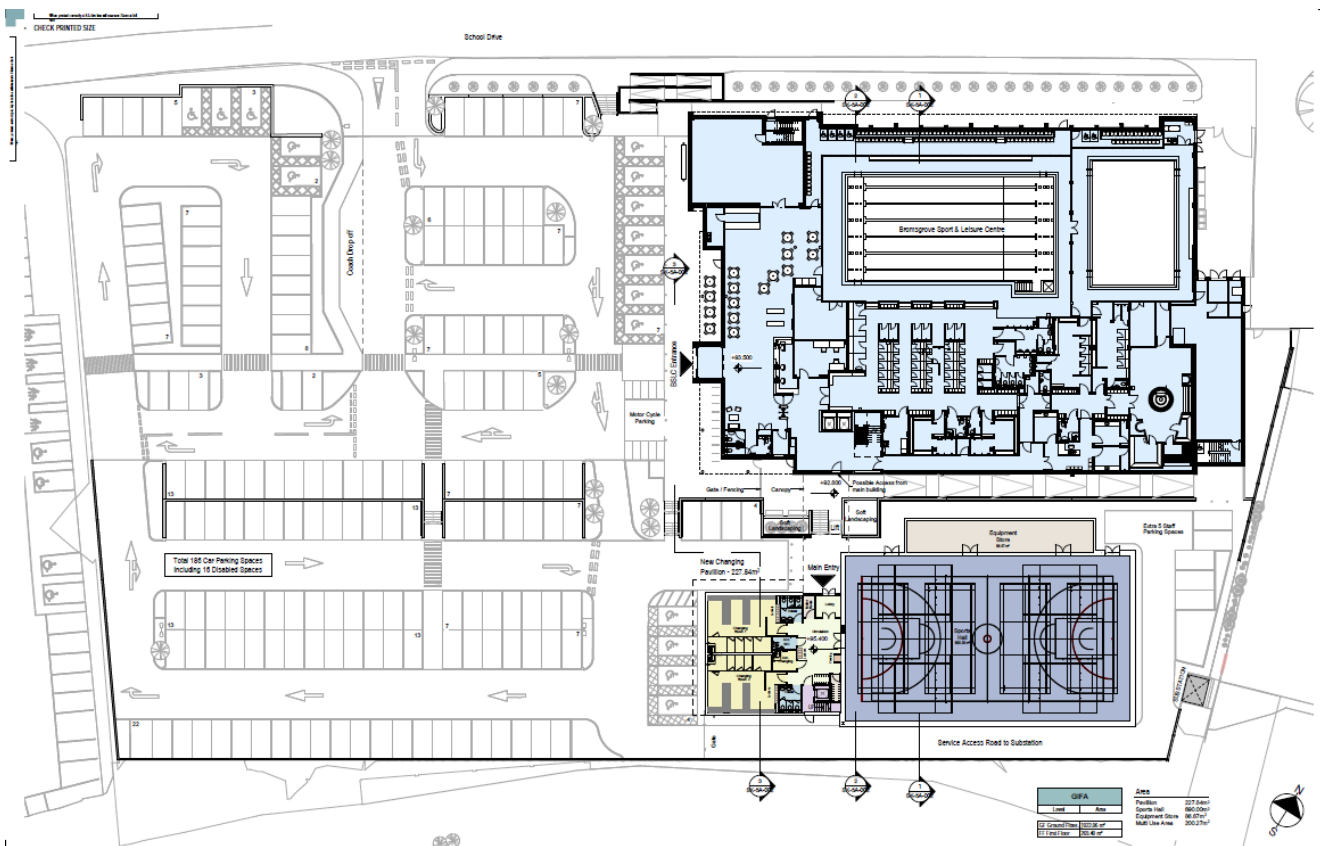
The current meter room proposed on the architectural layout does not take into account the detailed requirements. Therefore it could be insufficient and require expansion. At this stage it would be estimated that an area in the order of 20m² would be sufficient.

It should be noted that this building location impacts on the position of the EVCPs proposed for the new build leisure centre and that these would need relocating elsewhere in the car park. It may be more economically viable to supply these from the electrical supply to the new build sports hall.

Advantages	Limitations
The Hall, Changing pavilion and stores as a new build are fully compliant with the guidelines space and facilities requirements	A service road is require to reach the substation at the rear of the site
The orientation of the new building links well to the new Bromsgrove Sports & Leisure facility and provides an opportunity for a covered link from the main reception with new stair and Platform lift and replacement of a window in the BSLC with an external door.	The building may been to be supported by extensive piles/ foundations due to the known make up of the ground from the construction on the BSLC.
The site massing allows for the bulk of the hall to be concealed behind the new facility with a highly visible new entrance and link on approach	Due to the space limitation, the building will be close to the retaining wall and therefore require careful engineering to determine the exact location
A 200m ² Multi use studio above the changing rooms allows for potential additional revenue generation and a second floor that maintains a visual synergy with the Main Sports Centre	Link will be required between the two building, which adds to the scope of the project.
The orientation of the store on the long side allows for equal access when the hall is subdivided.	
The Car Park is left as one regular shaped arrangement & all spaces are visible on approach	
The phasing of new build and demolition of the Dolphin Centre is simple	



Option 5 – Massing model (extract from Appendix A)



Option 5 – Site Plan (extract from Appendix A)

2 Design Assumptions

No.	Design Assumption	Potential impact of assumption
1.	LED Lighting to be installed throughout to Sport England Standards	Low
2.	Planning consultation is yet to be undertaken	Medium
3.	No major upgrade of the utility services is required	Medium
4.	Sports Hall would be operated as part of the Current BSLC by Everyone Active, this will be tested as part of the economic viability assessment during the later design stages.	Low
5.	Should a New sports hall be progressed then the existing sports hall will be completed demolished.	N/A
6.	Parking provision to be completed to the agreed quantities as per the original scheme	Low
7.	Storage space has been designed to meet Sport England requirements.	Low
8.	Level of changing provision has been designed to meet Sport England Requirements	Low
9.	Sport England Engagement would be required from Feasibility.	Low
10.	Ground conditions have been assumed as normal, until further surveys can be carried out.	Medium
11.	Soft Play equipment provider is tendered during the design stage	Medium
12.	Tender for a modular building contractor meets the programme & indicative costs of those provided by Elliot's.	Medium

3. Costs

3 Cost Overview

Mace have undertaken a cost review of all seven options available to the council and provided a high level summary of indicative costs. It should be noted that these prices have been estimated on limited design information, as would be expected at feasibility stage and take into account limited risks and no specific risks that may be realised from undertaking any of the options.

Whilst the designs have been designed in line with Sport England's affordable sports hall model, Mace have used the Sport England rated as a guide and then compared this to our own benchmarking data. For this project we have compiled benchmark data from both Sports Hall and Pavilion projects to provide the most accurate benchmark data possible.

As part of the progress towards RIBA Stage 4, Sport England will continue to be engaged and sit on the Project Management board.

Benchmarking Data:

The benchmark data can be viewed below and is summarised as a Sports Hall & Pavilion as follows:

Sports hall:

£1,535 /m2 based on BCIS rates and Mace internal benchmarking data as a guide

Pavilion:

£2,250 /m2 based on Mace internal benchmark data for Pavilions. There were a few bespoke items that impacted the £/m2 rates within the benchmarking data and so Mace took a view and adjusted to suit.

Contingency Levels

Within the comparison table overleaf, there are varying levels of contingency. This is because the percentage of contingency for refurbishment is higher due to the level of unknowns and higher risk profile associated under a refurbishment project.

Professional fees

Costs for professional fees across the options vary as they are taken as a percentage of the total construction amount. As we are at feasibility stage we have allowed for 10% for professional fees and surveys on all options until more details becomes available and costs become refined.

Inflation

This has been based on the current economic movement and forecast to construction in third Q3/2018. This is currently forecast to be 5% inflation.

Pavillion benchmark Data

Project	Cost per Square Metre
Project 1	£3,267
Project 2	£3,797
Project 3	£3,300
Project 4	£3,557
Project 5	£2,816

Sports Hall benchmark Data

Project	Cost per Square Metre
Project 1	£2,137
Project 2	£2,171
Project 3	£1,747
Project 4	£1,563
Project 5	£2,042

Cost Overview

	Option 1 Refurbishment 934m ²	Option 1a Refurbishment 1,203m ²	Option 2 New Build 997m ²	Option 3 New Build 915m ²	Option 4 Modular 1000m ²	Option 4a Modular 1,269m ²	Option 5 New Build 1,274m ²
Construction	1,240,000	1,930,000	1,660,000	1,675,000	1,650,000	2,170,000	2,370,000
Site specific costs	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Car Park Works	0	0	0	0	0	0	0
Externals	240,000	240,000	300,000	270,000	270,000	270,000	300,000
Sub-total construction	1,530,000	2,220,000	2,010,000	1,995,000	1,970,000	2,490,000	2,720,000
Preliminaries (12%)	180,000	270,000	240,000	240,000	0	0	330,000
OH&P (5%)	90,000	120,000	110,000	110,000	0	0	150,000
Inflation (0.5% to Q3 2018)	90,000	130,000	120,000	120,000	100,000	120,000	160,000
Contractor Risk (5%)	80,000	120,000	110,000	110,000	100,000	130,000	140,000
Pre-construction fee	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Total construction	1,995,000	2,885,000	2,615,000	2,600,000	2,195,000	2,765,000	3,525,000
Prof. fees and surveys (10%)	200,000	290,000	250,000	260,000	220,000	280,000	350,000
Contingency (15% refurb 10% new build)	330,000	480,000	290,000	290,000	240,000	300,000	390,000
Client committed Costs	470,000	470,000	470,000	470,000	470,000	470,000	470,000
Total cost	2,995,000	4,125,000	3,635,000	3,620,000	3,125,000	3,815,000	4,735,000



4. Business Case

4 Business Case

The high level revenue projections are based on The Sports Consultancy's benchmark database. This contains over 1,000 years' worth of income and expenditure data from more than 450 wet and dry leisure centers across the UK. This is updated continually and the latest data could provide variations from any detailed work previously carried out.

The following high level comments on the likely revenue implications of adding a 4 court sports hall to the operation of the existing BSLC are based on the assumption that the new or refurbished 4 court hall would be available for school, club and community use throughout the day, as with the rest of the Centre. It has also been assumed that management, bookings and staffing etc. would be delivered under the management contract with SLM and not a separate operator. We have considered the key issues relating to the income and expenditure associated with adding a sports hall and the net revenue implications. These are summarised below:

For the purpose of these high-level projections we have assumed £20,000 per court per annum is achievable at the new Bromsgrove Leisure Centre, subject to programming and pricing assumptions etc.

The estimated costs will vary by option, with staffing, premises, repairs and maintenance, management costs, overheads and profit being considered. There is more scope in variation on costs between the options than income' and a full impact assessment must be undertaken as part of the design process at RIBA Stage 1 & 2 to further understand the opportunities for this site.

Based on the current market conditions and specifically the recent closing of the imagination Centre, there are further opportunities regarding the potential revenue a sports hall with additional soft play may generate.

The current leisure market is buoyant and this has been reflected in recent operator tender returns across the west midlands, where the income model that the operators have been returning has been stronger than those estimated by the councils pre-tender.

Added Value

There are a few dry-side activities that can be added to Bromsgrove Sport & Leisure Centre which will generate an operational revenue benefit.

Given that clip n climb and health and fitness facilities are already provided in the new Centre, only indoor soft play remains as a potential addition. There are many variations of the traditional soft play facilities, including providers such as tag active. Further work would be required to determine the revenue implications of such additions but it is possible the a net benefit of circa £50k per annum could be achieved.



5. Programme

5 Programme

Mace have undertaken a high level review of the master programmes to provide Bromsgrove District Council with a range of indicative timescales, to aid the decision between each of the four options.

Whilst there are 7 design options to choose from, these correlate to 3 potential programmes. These are as follows:

- Programme A: Option 1 & 1a
- Programme B: Options 2, 3 & 5
- Programme C: Option 4 & 4a

Designs 2, 3 & 5 have been based on the same programme due to the similarities in their design and construction methodology.

It should be noted that in order to provide a comparable scheme it has been assumed that all procurement of any contractors is completed through the OJEU process. However, once a decision has been made as to which design to proceed with, Mace would then be able to undertake a procurement strategy report during RIBA Stage 2.

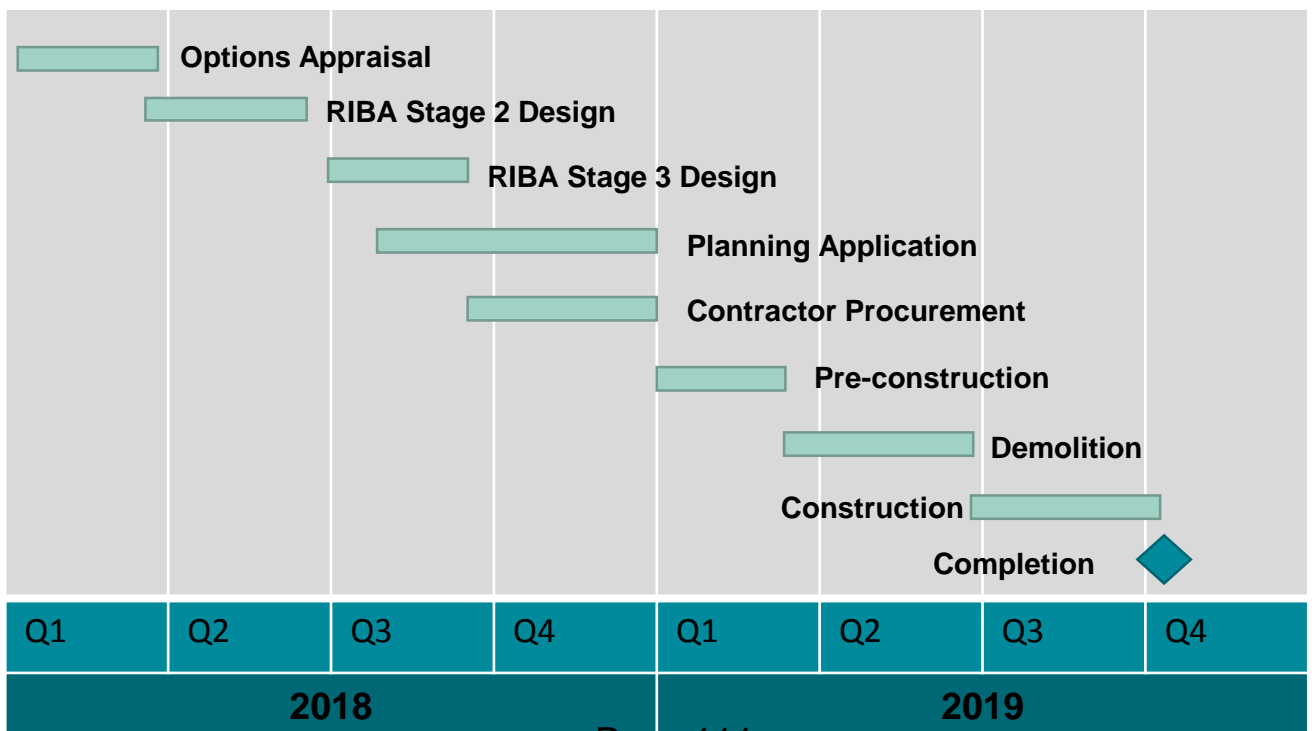
As well as outlining the key project milestones below and a snapshot of the timescales, below, a full master programme of each programme can be found in appendix C.



Programme Option A:

The programme for the utilisation of the existing sports hall is longer in duration due to the added complexities in the design phases to account for the interface between the demolition of the dolphin centre & the additional structural interfaces in the groundworks, including a revised foundation plan.

Furthermore, the construction durations are longer than other options due to the lost opportunity to demolish the Dolphin Centre, whilst constructing the new sports hall.

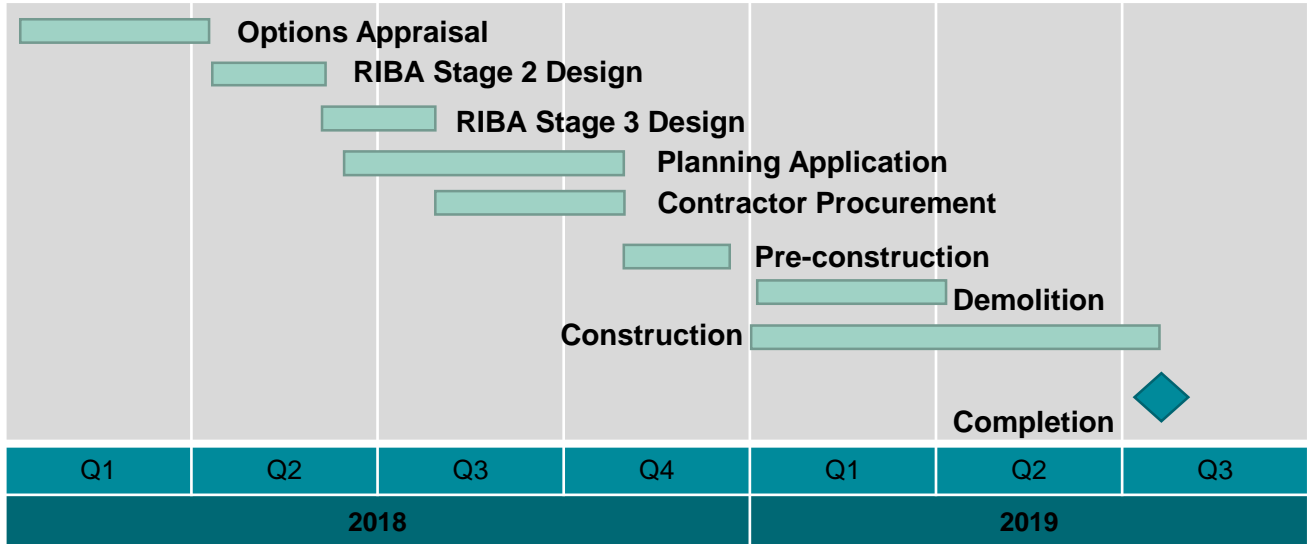


5 Programme

Programme Option B:

The programme for design options 2 & 3 follows the principles of a design & build contract where the construction works are tendered on RIBA Stage 3 design information. This approach a successful method for undergoing a leisure project, as was experienced by the recent completion of the Bromsgrove Sport & Leisure Centre.

The programme follows the same flows as programme A. However, the durations are able to be reduced due to the reduction in design complexities due to the scheme being new build opposed to a refurbishment. Furthermore, due to the layout of the site it is possible to start construction of the new leisure centre whilst demolishing the existing Dolphin Centre.

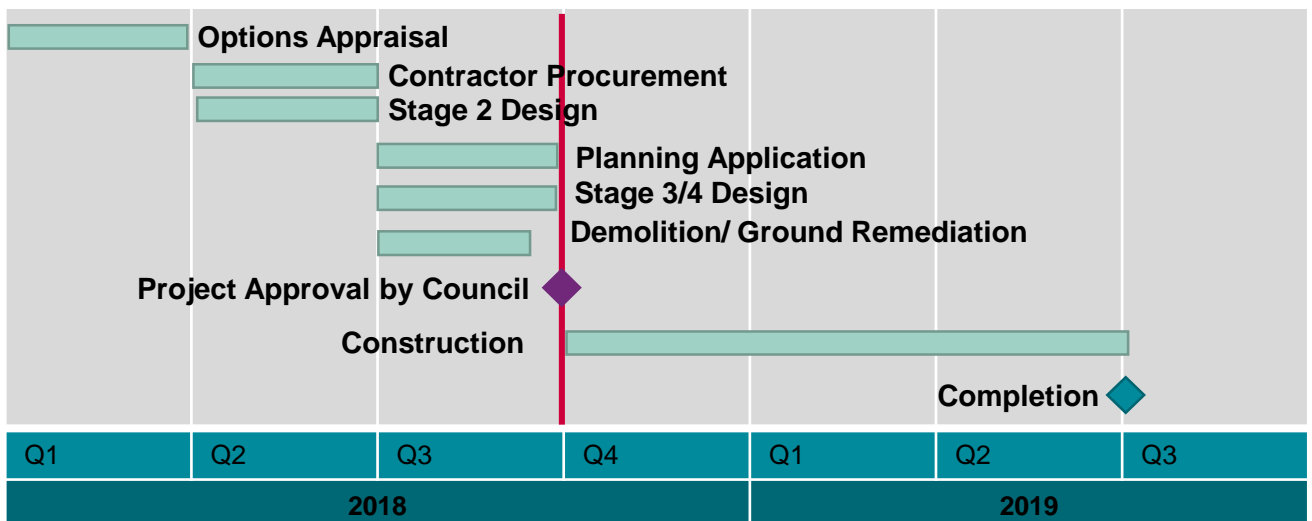


Programme Option C:

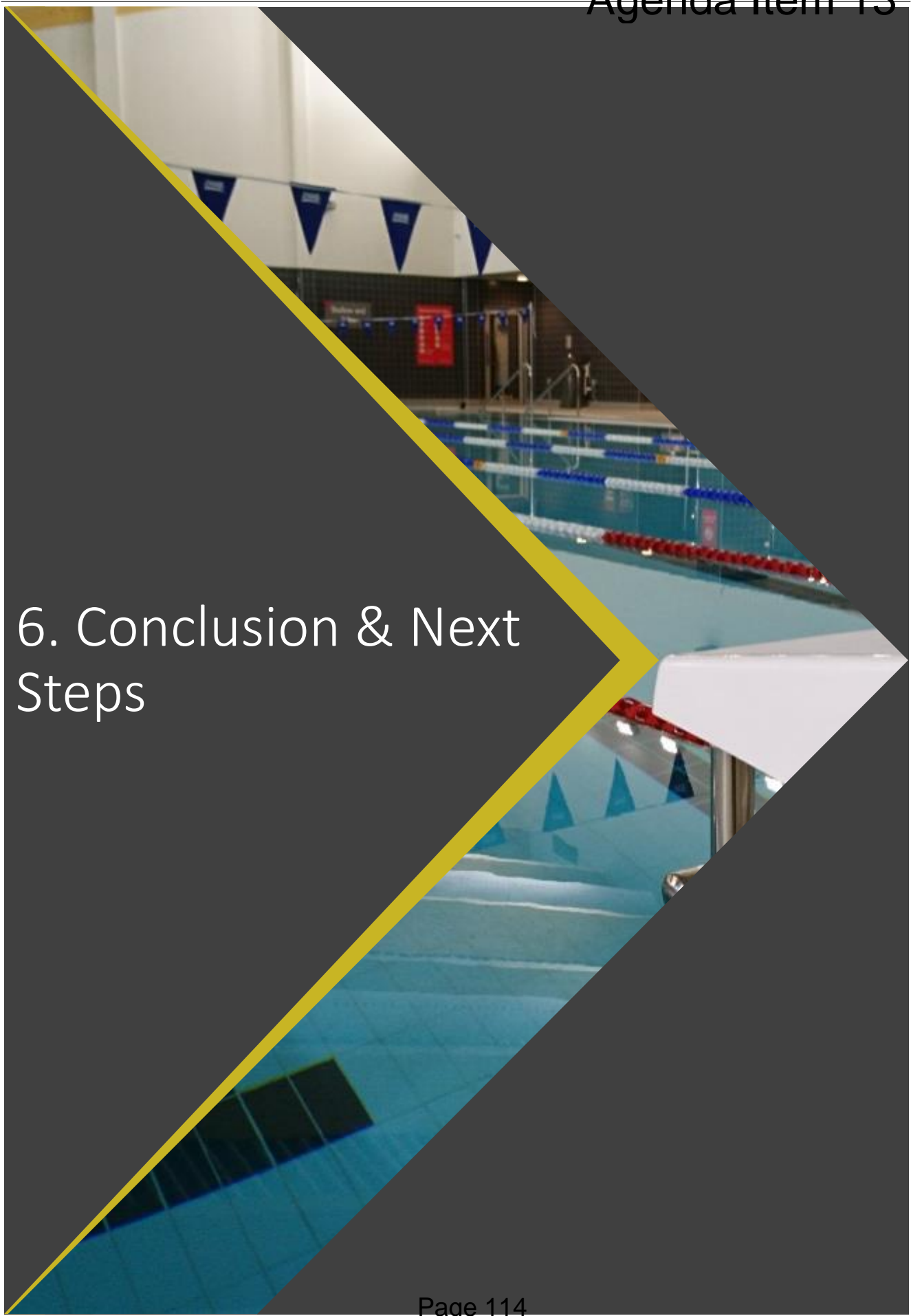
The programme for design option 4 is the shortest available to the council due to the early engagement with a specialist modular contractor, early demolition & off-site manufacturing. By using all of these methods together the council could achieve practical completion by Q1 2019.

Whilst this option will involve additional coordination by procuring an enabling works contractor (demolition), followed by a modular building contractor, the benefits to the council could be an earlier practical completion date of up to 6 months compared to the more traditional methods of construction and programming.

This is shown on the programme overview below:



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6. Conclusion & Next Steps

5 Conclusion & Next steps

This report has provided an overview of the Seven Sports Hall options available to Bromsgrove District Council. Having completed our review of the options there are clear design & programme advantages of constructing a new building compared to renovating the existing Sports Hall. However, the initial financial assessment suggests that this could be the more expensive approach to take. In order for more detailed and informative decision as to which design to proceed with, it is recommended that two options are taken forward to feasibility. This would allow for the design team to undertake more and initial surveys of a new build & existing option, which in turn would provide the required comparison.

Following a review of this report it is recommended that the council discuss the options available with Mace to provide further clarification, if required, prior to deciding whether to proceed with any of the options. Should an option be selected that it would be anticipated that a full design team is procured, as well as any early engagement with Everyone Active as the operator & potentially a modular building contractor.

Upon completion of the feasibility study, the project would then follow the 2013 RIBA Stages through to project completion. This includes Stages 1-4 which is the process of developing a detailed design and procurement of a contractor before moving onto Stage 5, Construction and then Stage 6, handover & 7 which is when the building is operational. At the end of each stage the team will provide the council with a Gateway report, this will include the

updated designs, cost estimates, programme & risk management, for sign off.

It should be noted that from the BSLC project, the council is committed to demolishing the existing leisure centre, including the removal of asbestos and construction of the new leisure centre car park. Whilst the construction of a new sports hall will impact on this, the council should remain committed to the completion of the already committed works.

Further to progressing the design, in order to continue to provide a sports hall during the design and construction phase. If option 1 was proceeded, it could be arranged for a temporary boiler and generator plant to be installed and keep isolated services in operation. This would be via containerised plant located in the car park with flexible cables and hoses routed around to pick up the existing services – it is currently believed that the main electrical distribution boards and underfloor heating manifold for the sports hall are located in the small store on the internal long wall of the sports hall.

To conclude, the next step is for Bromsgrove District Council to review and receive sign off for their preferred option of sports hall before further engaging the team to undertake a full feasibility report, consisting of the preferred two options. This would provide more detail on all areas of the project and specifically would be the first opportunity to identify and key risks to the project.



