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To: Chair & Members of the Executive

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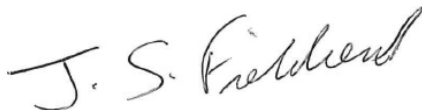
Monday, 24<sup>th</sup> October

Dear Councillor

**EXECUTIVE – MONDAY, 31ST OCTOBER, 2022 AT 10:00 HOURS**

I refer to your recently circulated agenda for the above meeting and now enclose an urgent item of business which the Chair has consented to being considered at the meeting.

Yours faithfully



Solicitor to the Council & Monitoring Officer

## **Equalities Statement**

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

### **Access for All statement**

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- **Phone:** [01246 242424](tel:01246242424)
- **Email:** [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk)
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
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## EXECUTIVE

*Monday, 31st October, 2022 at 10:00 in the Council Chamber, The Arc, Clowne*

Item No.	PART 1 – OPEN ITEMS	Page No.(s)
a.	Creswell Heritage and Wellbeing Centre Staffing Proposal	4 - 7



**Bolsover District Council**

**Meeting of the Executive on 31<sup>st</sup> October 2022**

**Creswell Heritage and Wellbeing Centre Staffing Proposal**

**Report of the Portfolio Holder for Leisure and Tourism**

<b>Classification</b>	This report is public
<b>Report By</b>	Leisure Operations Manager
<b>Contact Officer</b>	Leisure Operations Manager Wayne Carter 01246 242356 wayne.carter@bolsover.gov.uk

**PURPOSE/SUMMARY OF REPORT**

To seek approval from Executive to enter into a Service Level Agreement with Creswell Heritage and Wellbeing Trust for the District Council to manage the day to day operation of the Creswell Heritage and Wellbeing leisure facility.

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**1. Report Details**

- 1.1 Elmtun with Creswell Parish Council in conjunction with Creswell Heritage and Wellbeing Trust have been pursuing the construction of a new leisure facility in the village for a number of years. The Trust have secured funding from a number of different sources and the construction phase is nearing completion.
- 1.2 The facility consists of a 2 x badminton court sports hall, 27 station gym, group exercise studio, soft play area, indoor caving system and a café.
- 1.3 District Council officers have been advising and assisting the Trust on the design, construction and operation of the new facility as well as recommending products and suppliers for the internal fixtures and fittings.
- 1.4 The Trust have approached the District Council to manage the day to day operation of the site on their behalf until the customer base gets established and the site is reputable and fully operational.

- 1.5 In order to effectively manage the site, the District Council would need to establish nine positions within Leisure Services, these would be:
- 3 x Supervisors - Grade - 5
  - 3 x Reception Staff - Grade - 3
  - 3 x Café Staff - Grade - Living Wage
- 1.6 The above staff would be on a shift rota, covering opening hours between 7am – 9pm and weekend shifts accordingly.
- 1.7 Management support and cover will be available from the Go Active facility.
- 1.8 Creswell Heritage and Wellbeing Trust will be responsible for the financing and operation of the facility and will effectively be ‘buying in’ the services of the District Council to staff the site.
- 1.9 There will be no financial risk to the District Council as the costs will be fully recovered by a detailed Service Level Agreement which will be drafted between the Creswell Heritage and Wellbeing Trust and the District Council, this will also be endorsed by Elmton with Creswell Parish Council who will have ultimate responsibility for the site should the Trust ever get to a position where they are unable to continue to operate.
- 1.10 The knowledge and expertise within leisure services will assist with the establishment of the leisure facility along with economies of scale for purchasing of goods and already procured services.
- 1.11 If the agreement were to cease the nine members of staff would transfer over to the Trust.

## **2. Reasons for Recommendation**

- 2.1 To assist the Trust in managing and operating a leisure facility in a much needed, deprived area of the district, making access to physical activity more achievable for local residents of the area.

## **3 Alternative Options and Reasons for Rejection**

- 3.1 The Trust could operate the site direct but this was rejected by the Trustees as they had no formal experience of operating such a site and therefore requested the input from an established team with back office support through HR, payroll, legal and finance.

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## **RECOMMENDATION(S)**

1. To approve that the District Council enters into a service level agreement with Creswell Heritage and Wellbeing Trust to manage the new leisure facility in Creswell on behalf of the Trust, subject to there being no risk to the Council.

2. The service level agreement is signed off under delegated authority following consultation with the Leisure and Tourism portfolio holder and Head of Paid Services.

<b><u>IMPLICATIONS:</u></b>	
<b><u>Finance and Risk:</u></b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Details:</b>	
No financial risk to the District Council as a detailed Service Level Agreement will be drafted between Creswell Heritage and Wellbeing Trust and the District Council with ultimate financial responsibility resting with Elmton with Creswell Parish Council. This will ensure all costs incurred by Bolsover District Council are fully recovered. If the agreement were to cease the nine members of staff would transfer over to the Trust.	
On behalf of the Section 151 Officer	
<b><u>Legal (including Data Protection):</u></b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Details:</b>	
A detailed Service Level Agreement will need to be drafted to protect the District Council.	
On behalf of the Solicitor to the Council	
<b><u>Staffing:</u></b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Details:</b>	
The Council's policies and procedures will be followed for recruitment to these posts.	
On behalf of the Head of Paid Service	

## DECISION INFORMATION

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No

<b>District Wards Significantly Affected</b>	All
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input checked="" type="checkbox"/> <b>Executive</b> <input checked="" type="checkbox"/> <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	Details:

**Links to Council Ambition: Customers, Economy and Environment.**

<b>DOCUMENT INFORMATION</b>	
<b>Appendix No</b>	<b>Title</b>

<b>Background Papers</b>
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>
None