



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

14 MARCH 2023

TO: COUNCILLORS D WESTLEY, C COUGHLAN, R BAILEY, Y GAGEN AND A OWENS

Dear Councillor,

A meeting of the **LEISURE PROCUREMENT COMMITTEE** will be held in the **CABINET/COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK L39 2DF** on **WEDNESDAY, 22 MARCH 2023 at 7.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JS' followed by a flourish.

Jacqui Sinnott-Lacey
Chief Operating Officer

AGENDA
(Open to the Public)

- 1. APOLOGIES**
- 2. MEMBERSHIP OF THE COMMITTEE**
To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.
- 3. URGENT BUSINESS**
Note, no other business is permitted unless, by reason of special circumstances, which shall be specified at the meeting, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

- 4. DECLARATIONS OF INTEREST** 125 - 126
 If a Member requires advice on Declarations of Interest, he/she is advised to contact the Legal and Democratic Services Manager in advance of the meeting. (For the assistance of members, a checklist for use in considering their position on any particular item is included at the end of this agenda sheet).
- 5. MINUTES** 127 - 130
 To receive as a correct record the minutes of the meeting held on 11 January 2023.
- 6. DATE OF NEXT MEETING**
- 7. HUB PRESENTATION INCLUDING SOCIAL VALUE SUMMARY OVERVIEW** 131 - 144
 To receive a presentation from Alliance Leisure.
- 8. CONSULTATION OVERVIEW INCLUDING FEEDBACK THEMES AND TIMESCALES**
 To receive an update from Alliance Leisure.
- 9. DESCO - ENERGY STRATEGY OVERVIEW**
 To receive an update from DESCO.
- 10. EXCLUSION OF PRESS AND PUBLIC**
 It is recommended that members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.
- 11. BEACON CAFÉ**
 To receive a verbal update from the Head of Wellbeing & Place.
- 12. LEISURE MANAGEMENT INSOURCING**
 To receive a presentation from the Leisure Partnership Manager.
- 13. FOOTBALL PITCHES - TOWER HILL & CHEQUER LANE** 145 - 148
 Lease the playing fields at Tower Hill and Chequer Lane - Note by the Leisure Partnership Manager.

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-

Julia Brown on 01695 585065

Or email Julia.Brown@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE: Most Senior Officer Present
ZONE WARDEN: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

Agenda Item 4

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	General		
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest because it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/> <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of:		
(i)	Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.	<input type="checkbox"/>	<i>You may speak and vote</i>
(ii)	school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iii)	Statutory sick pay where I am in receipt or entitled to receipt of such pay.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iv)	An allowance, payment or indemnity given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(v)	Any ceremonial honour given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(vi)	Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/>	<i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 15/09/20 – 14/09/24)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

‘disclosable pecuniary interest’ (DPI) means an interest of a description specified below which is your interest, your spouse’s or civil partner’s or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;

"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

Agenda Item 5

LEISURE PROCUREMENT COMMITTEE

HELD: Wednesday, 11 January 2023

Start: 7.00 p.m.

Finish: 8.20 p.m.

PRESENT:

Councillor: D Westley (Chairman)
C Coughlan (Vice-Chairman)

Councillors: R Bailey
Y Gagen A Owens

Officers: Simon Kirby – Interim Head of Wellbeing and Place
Rebecca Connick – Leisure Partnership Manager
Tom Dickinson – Principal Solicitor
Jennifer Lunn – Senior Legal Executive/Assistant Solicitor
Catherine Kirwan – Procurement Manager
Jill Ryan – Principal Democratic Services Officer

In attendance: Peter Curtis – Hadron Consulting
Seb Rowe – Alliance Leisure

11 **APOLOGIES**

There were no apologies for absence received.

12 **MEMBERSHIP OF THE COMMITTEE**

There were no changes to the membership of the Committee.

13 **URGENT BUSINESS**

There were no items of urgent business received.

14 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest received.

15 **MINUTES**

RESOLVED: That the minutes of the last meeting held on the 2 November 2022 be received as a correct record.

16 **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting as scheduled was the 15 February 2023 at 7.00pm.

17 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of

the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of that Act and as, in all the circumstances of the case, the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

18 UPDATE ON BEACON PARK

The Interim Head of Wellbeing and Place gave an update on progress in respect of Beacon Park.

Comments and questions were received in respect of the following:

- With purdah now coming into effect with the forthcoming Parliamentary By-Election would this effect this project.
- With regard to the sole golf operation and a date for consultation on this.
- Whether contact had been made with Wigan Council in relation to the Beacon itself as it was felt that this should be included when going out to consultation. Members were informed that the Economic Development and Regeneration Manager was already working on this and that a report would come back to a future meeting of this Committee.

RESOLVED: That the update be noted.

19 UPDATE ON NEW FACILITIES PROJECT

The Interim Head of Wellbeing and Leisure introduced Peter Curtis from Hadron Consulting and Seb Rowe from Alliance Leisure who gave a joint presentation on the new facilities project.

The presentation outlined the progress made on both schemes and opportunity was given to members of the Committee to ask questions.

Comments and questions were raised in respect of the following:-

- Family Hub Model
- It was stressed that consultation was really important for shared usage of the proposed new builds.
- Work around involving schools in the design of the building and other key partners was important.
- It was envisaged at the outset that the existing building and half of the existing car park would go back to green space and the potential for flooding issues was raised.
- A wildflower area should be included in the planning application when submitted.
- Size of the proposed new pools and number of fitness stations.
- Energy requirements and heat source.

- The use of air sourced heating pumps and complications arising from their use and the energy costs associated with them.
- Use of solar power.
- It was noted that a financial implications report would come back as a stand-alone item on energy costs
- A question was asked in respect of the balcony proposed for the Skelmersdale build as this was no longer showing on the plan.
- Immersive spin zone, very popular and important to have in the new builds.
- The investment from Central Government.
- Burscough Site – important this work progressed and a café option to be looked at moving forward.

RESOLVED: A. That the update be noted

- B. That Peter Curtis and Seb Rowe be thanked for a very informative update.

20

OPTIONS FOR OPERATING AND MAINTAINING EXISTING LEISURE FACILITIES IN ORMSKIRK, SKELMERSDALE AND BURSCOUGH.

The Interim Head of Wellbeing and Leisure introduced his report the purpose of which was to provide Cabinet and Council with an update on the revised leisure centre operator approach following the Council meeting held 15 December 2021. The report also highlighted key information concerning the proposed alternative leisure centre operator strategies following an Officer led optional appraisal. It also contained a cost forecast for each of the alternative leisure centre operator strategies.

Members of the Committee were asked to consider the findings in the report and that any agreed comments be forwarded to Cabinet in advance of the Cabinet meeting on the 24th January 2023.

Comments and questions were raised in respect of the following:

- Generally, in favour of Option A.
- Short term contracts could be problematic.
- Struggle to get staffing on a casual basis i.e. pool attendants, life-guards
- Repair costs, current buildings have deteriorated
- Opening the centres up to groups who previously wouldn't have had the opportunities and the community connection. Crucial to engage with new clubs and bringing them on board.
- At present no swimming club operating at Nye Bevan.
- Importance of sports development.
- Implementation of a café in the Burscough Sports Centre and placed at the front for the community to see and engage with it.
- Use of the trust legacy funding for the Burscough Sports Centre. This needed to be used to buy something and not used for repairs on the Burscough Sports Centre.

In conclusion Members were keen for Officers to explore implications to set up a Local Authority Trading Company for Leisure to maximise benefits to the Council and community including savings against National Non Domestic Rates – this operating model would need to be reviewed by Leisure Management Committee initially prior to any formal report to Cabinet/Council.

RESOLVED: A. That the following agreed comment be reported back to Cabinet

"That Option A be the preferred option."

- B.** That the Interim Wellbeing and Leisure Manager and the Leisure Partnership Manager be thanked for all their hard work on this.

.....
Chairman

West Lancs Leisure Transformation

Comparison of existing facilities and proposed

Skelmersdale and Ormskirk Wellbeing and Leisure hubs



Comparison table

Skelmersdale Wellbeing and Leisure Hub

	Nye Bevan	Skelmersdale
Main Pool	12m x 25m	12.5m x 25m
Small Pool	17.5m x 8m	12m x 10m
Viewing area	Viewing gallery to both pools	Viewing from café to learner pool
Wet changing village	No – single sex changing	Yes
Main Gym	65 Stations	100 stations
Weights Gym	24 stations	
Sauna and Steam room	Yes	No
Exercise studio	-	Two 30 person studios
Immersive spin studio	-	30 person spin studio
Café	Vending only	Hot food café and vending
Multipurpose / party rooms	-	Two 15 person rooms
Adventure soft play	-	Yes
Car parking	58 spaces plus additional parking in local town centre car parks.	70 spaces (including five accessible, two coach bays and six EV charging points)

Ormskirk Wellbeing and Leisure Hub

	Park Pool	Ormskirk
Main Pool	12m x 25m	12.5m x 25m
Small Pool	12.5m x 8m	12m x 10m
Viewing area	Viewing gallery to both pools	Viewing from café to learner pool
Wet changing village	Yes	Yes
Main Gym	79 Stations	98 Stations
Exercise studio	15 Person	Two 30 person studios
High / low intensity studio	-	30 person studio
Spa	-	Yes
Café	Vending only	Hot food café and vending
Multipurpose / party rooms	-	Two 15 person rooms
Adventure soft play	-	Yes
Car parking	126 spaces (including three accessible spaces)	104 spaces (including seven accessible spaces, six EV charging spaces and two coach bays).

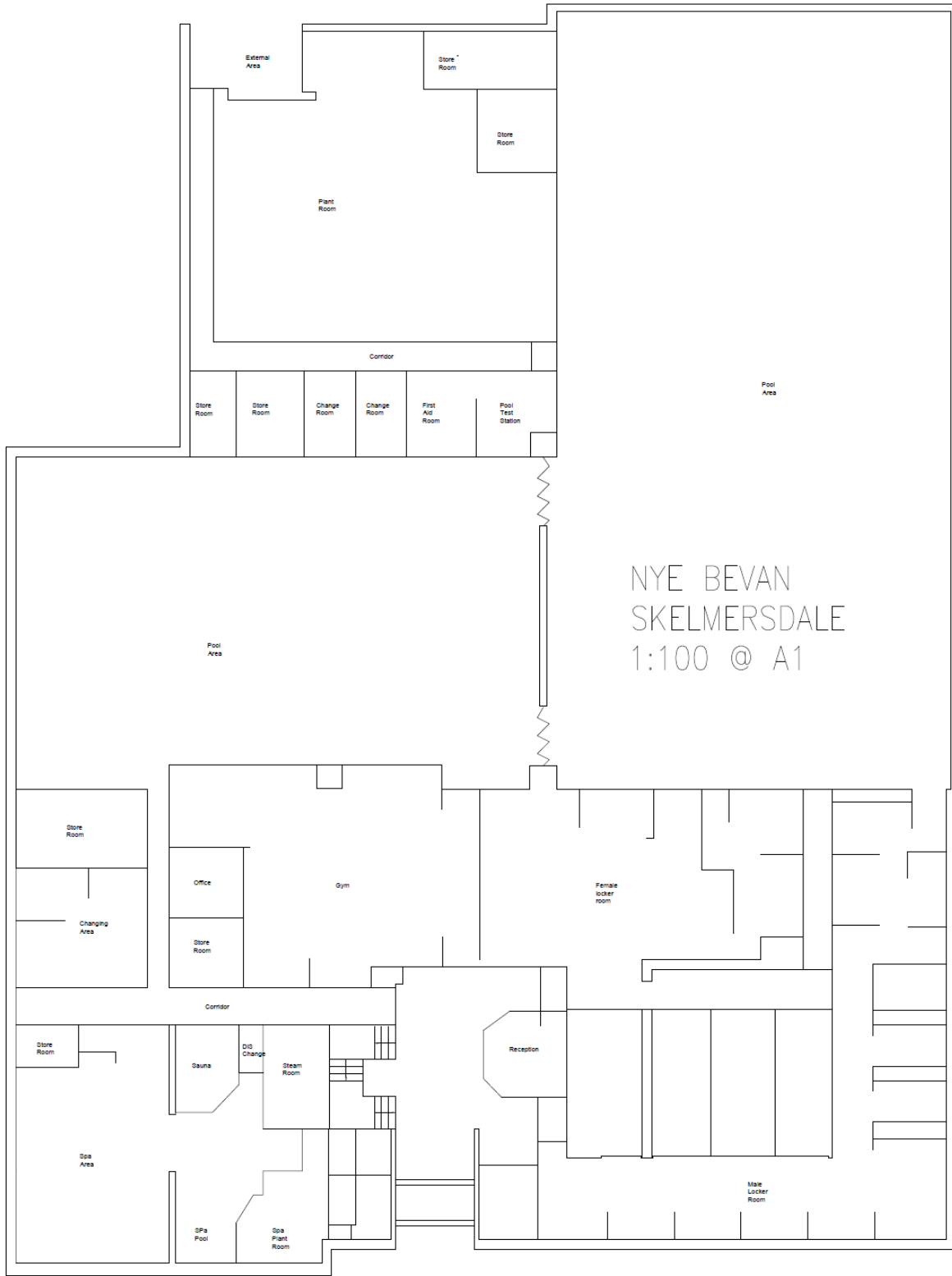
2.0 Nye Bevan

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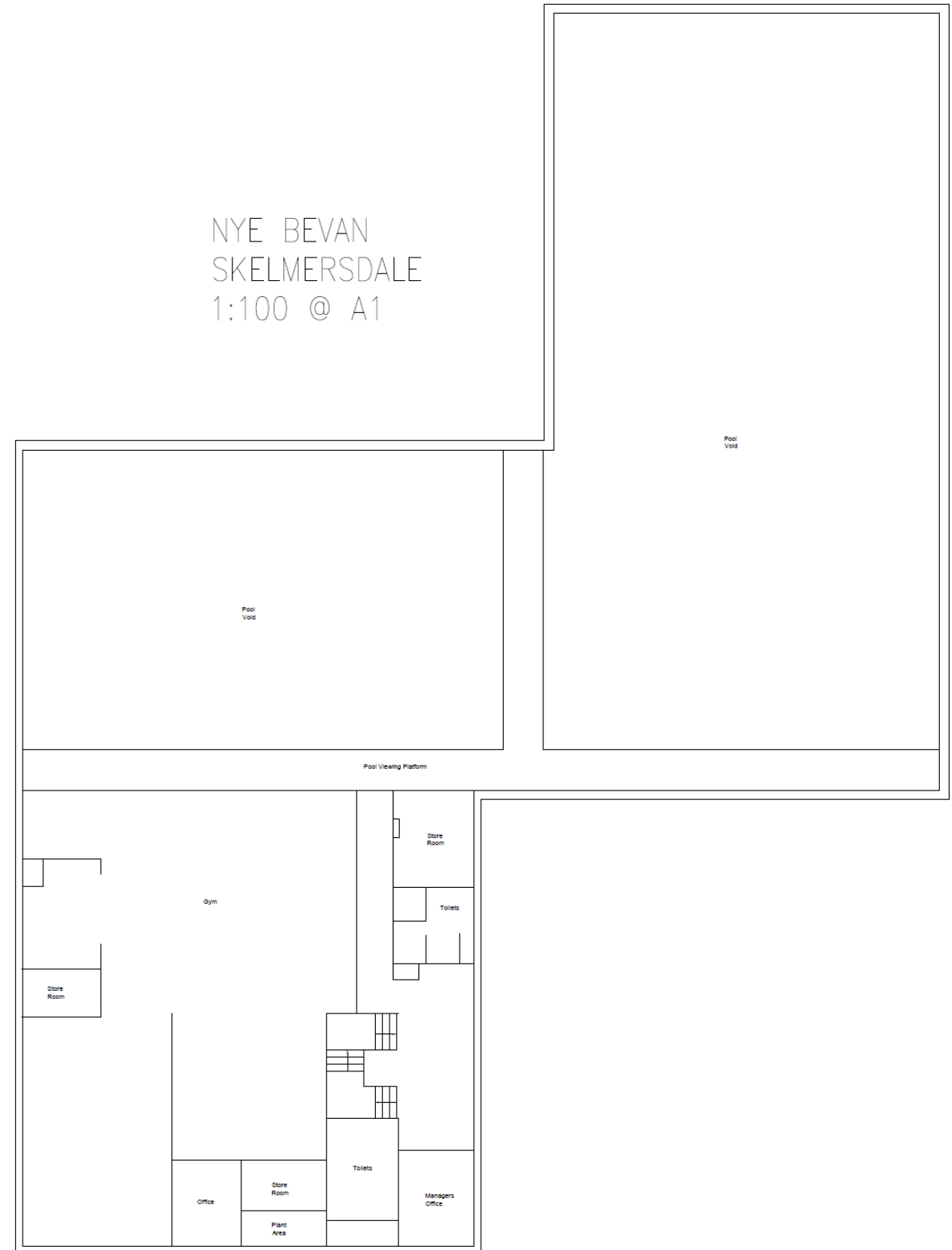
Existing floor plans

2.1 Ground and first floor plans

Ground Floor



1st Floor

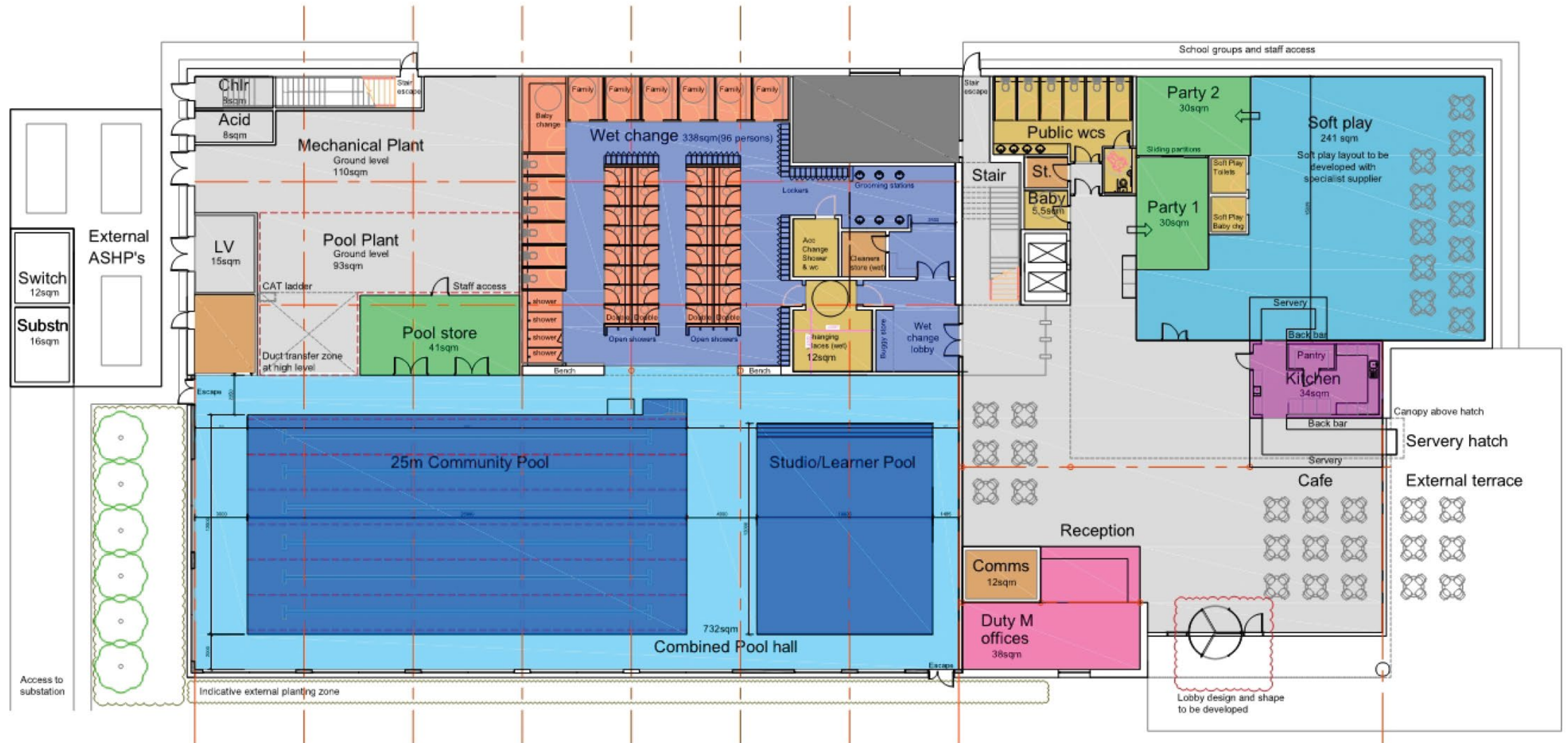


3.0 Skelmersdale Wellbeing and Leisure Hub

Proposed floor plans

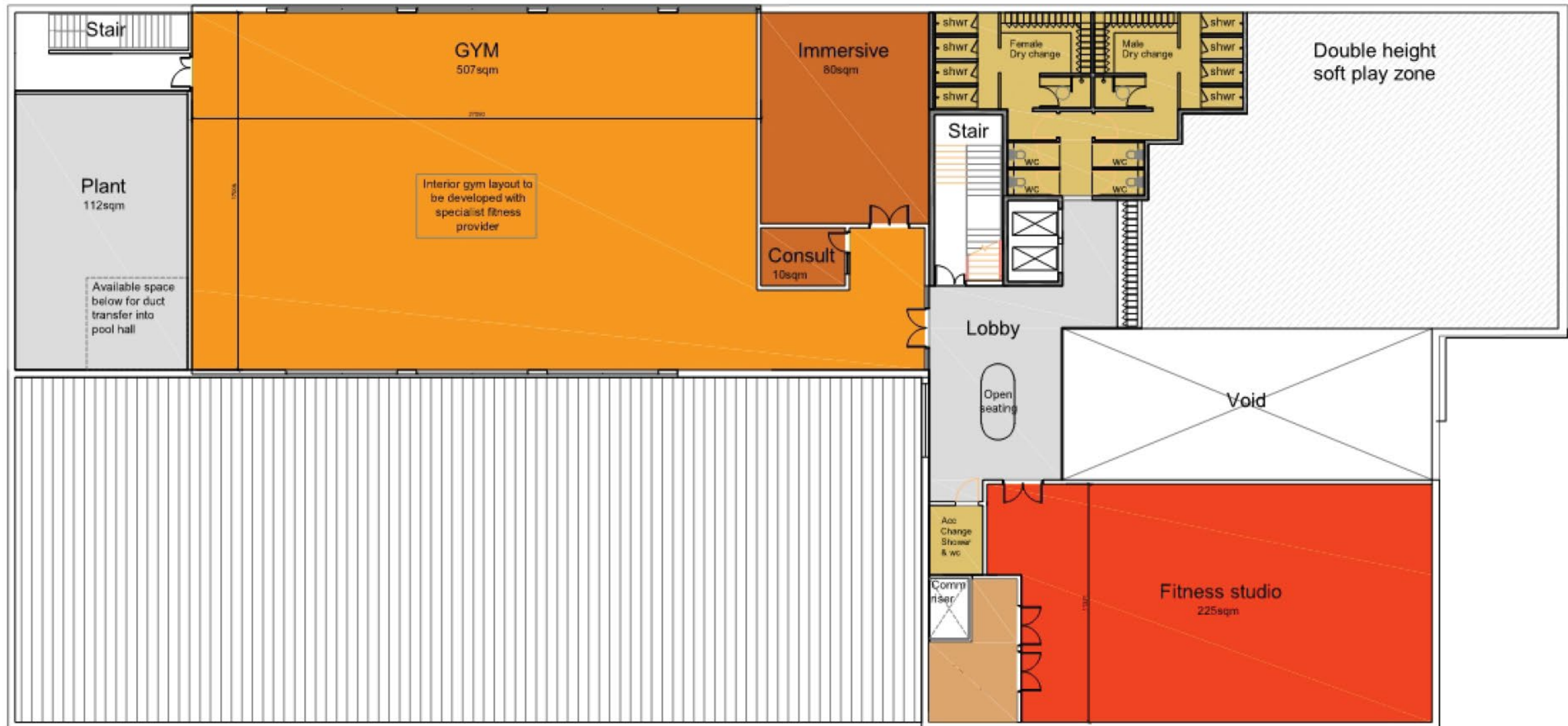
3.1 Ground floor

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Proposed floor plans

3.2 First floor



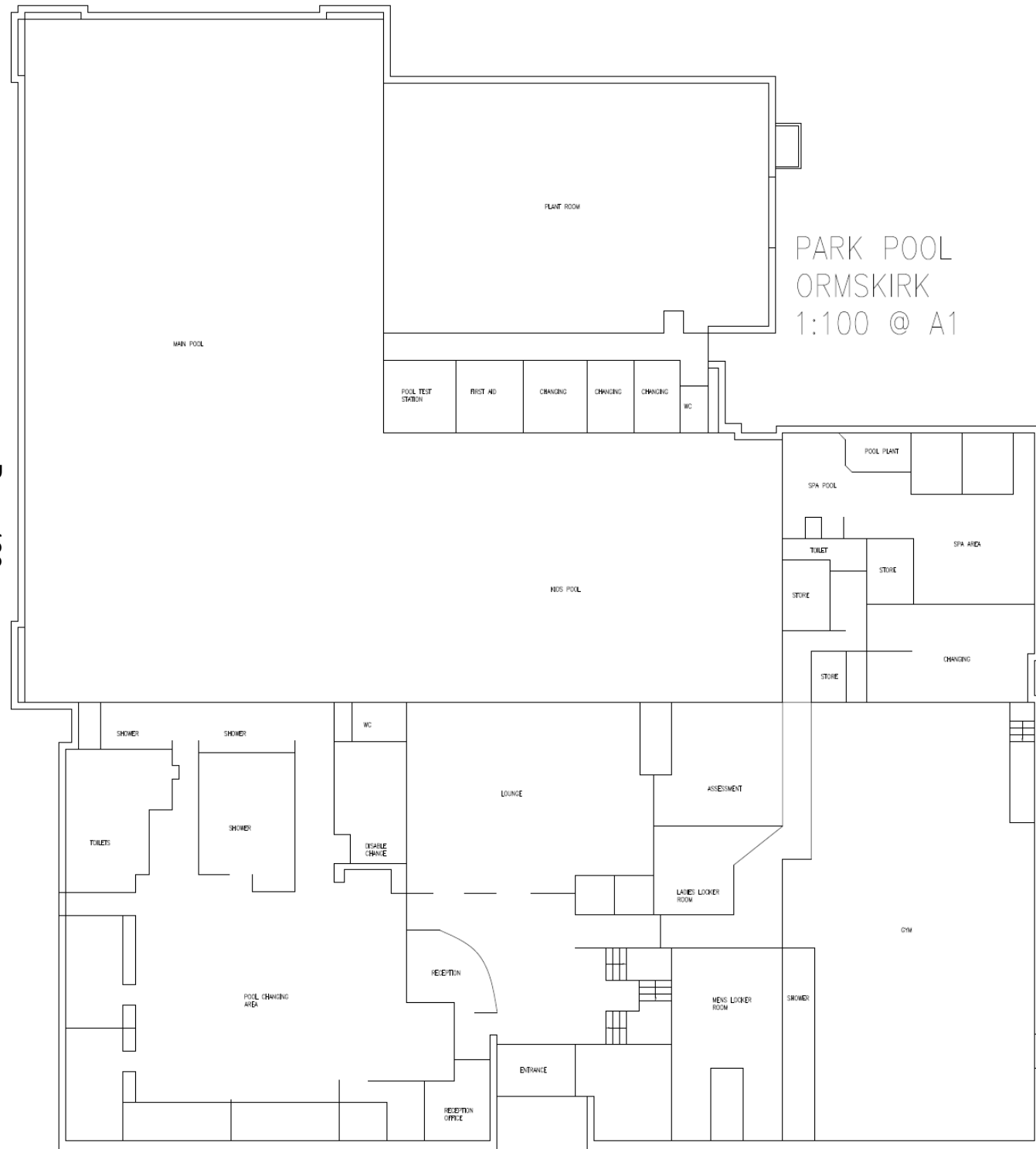
4.0 Park Pools

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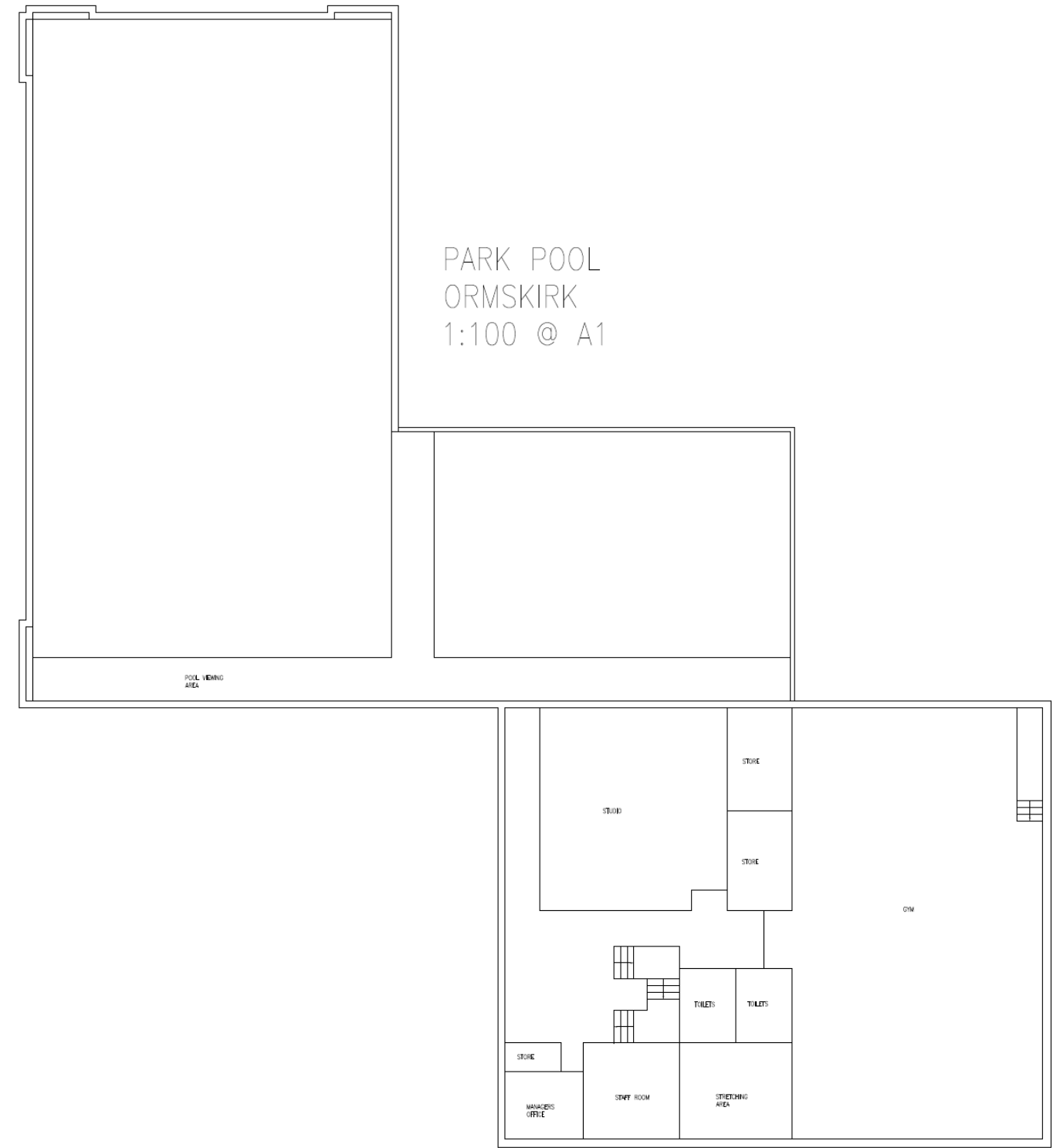
Existing floor plans

4.1 Ground and first floor plans

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GROUND FLOOR

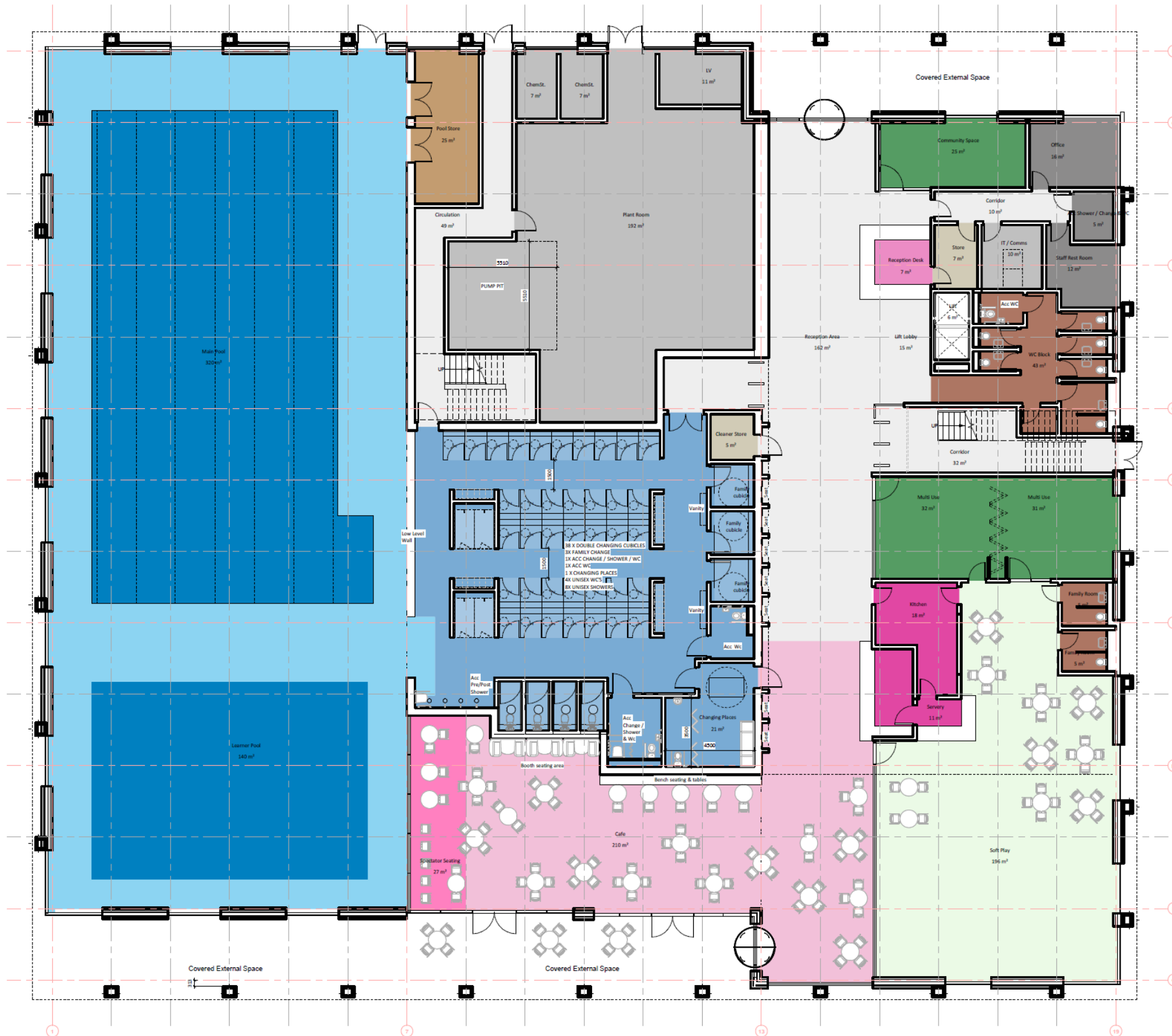


FIRST FLOOR

5.0 Ormskirk Wellbeing and Leisure Hub

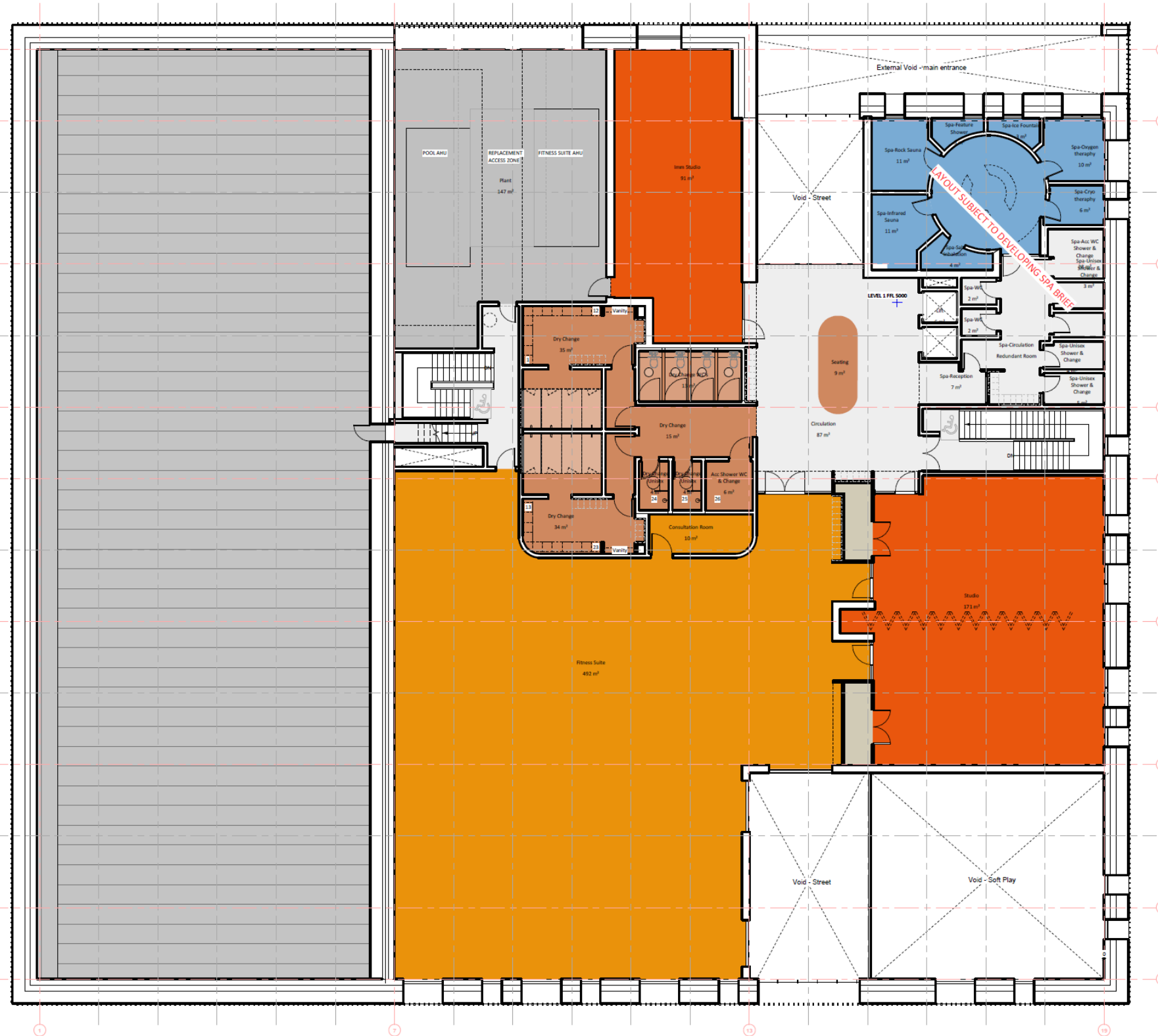
Proposed floor plans

5.1 Ground floor



Proposed floor plans

5.2 First floor





allianceleisure

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

