



## Notice of meeting of

### **Decision Session - Executive Member for Leisure Culture & Social Inclusion**

**To:** Councillor Ayre (Executive Member)

**Date:** Tuesday, 11 May 2010

**Time:** 4.15 pm

**Venue:** The Guildhall, York

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## **AGENDA**

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### **Notice to Members – Calling In**

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

**10.00 am on Monday 10 May 2010** if an item is called in before a decision is taken, or

**4.00pm on Thursday 13 May 2010** if an item is called in after a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

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Written representations in respect of items on this agenda should be submitted to Democratic Services by **5.00pm on Friday 7 May 2010**.

### **1. Declarations of Interest**

At this point, Members are asked to declare any person or prejudicial interest they may have in the business on this agenda.

- 2. Minutes** (Pages 3 - 4)  
To approve and sign the minutes of the meeting held on 13 April 2010.

**3. Public Participation - Decision Session**

At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so.

The deadline for registering is:

**5:00pm on Monday 10 May 2010.**

Members of the public may register to speak on:-

- an item on the agenda;
- an issue within the Executive Member's remit;
- an item that has been published on the Information Log since the last session.

**Information reports are listed at the end of the agenda.**

**4. Sport & Active Leisure-Taking the Vision Forward** (Pages 5 - 12)

This report asks the Executive Member to agree a new structure of posts in the Community Sport and Physical Activity delivery team within the Sport and Active Leisure service.

**5. Any other business which the Chair considers urgent under the Local Government Act 1972**

**Democracy Officer:**

Name- Judith Cumming

Telephone No. – 01904 551078

E-mail- judith.cumming@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak

- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

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### Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

**A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088**

### Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

### Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

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### **Holding the Executive to Account**

The majority of councillors are not appointed to the Executive (40 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Decision Session) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

### **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

### **Who Gets Agenda and Reports for our Meetings?**

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

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MEETING	DECISION SESSION - EXECUTIVE MEMBER FOR LEISURE CULTURE & SOCIAL INCLUSION
DATE	13 APRIL 2010
PRESENT	COUNCILLORS AYRE (EXECUTIVE MEMBER)

#### **5. DECLARATIONS OF INTEREST**

The Executive Member was invited to declare at this point in the meeting any personal or prejudicial interests he might have in the business on the agenda. He confirmed that he had none.

#### **6. MINUTES**

RESOLVED: That the minutes of the meetings held on the 27 January 2010 and 9 March 2010 be signed and approved by the Executive Member as a correct record by the Executive Member.

#### **7. PUBLIC PARTICIPATION - DECISION SESSION**

It was reported that there had no registrations to speak under the Council's Public Participation Scheme.

#### **8. PARKS AND OPEN SPACE PROTOCOL-EVENTS PROTOCOL**

The Executive Member considered a report which asked him to approve a revised Events Protocol for the Council's parks and open spaces.

This report was updated from a previous protocol which had been originally proposed in 2005.

An annex was attached to the report and this was divided into two sections. The sections detailed;

- the guiding principles for management and communication of events with communities and partners.
- a timetable for colleagues and Members to inform them of what had been planned to happen in their areas.

The Executive Member was informed by Officers that they had recently received a request from an independent production company, based at the Theatre Royal, asking how to book Rowntree Park for a possible future performance.

RESOLVED: That the revised Events Protocol as set out in Annex 1 to the report be approved.

REASON: To make the city's parks and open spaces more vibrant.

Councillor Ayre, Executive Member  
[The meeting started at 4.20 pm and finished at 4.50 pm].





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Decision Session - Executive Member for Leisure,  
Culture and Social Inclusion

11 May 2010

Report of the Assistant Director (Lifelong Learning and Culture)

## **Sport & Active Leisure – Taking the vision forward**

### **Summary**

1. This report asks the Executive Member to agree a new structure of posts in the Community Sport and Physical Activity delivery team within the Sport and Active Leisure service.

### **Background**

2. The Sport and Active Leisure team takes the lead in delivery against the following LAA targets:
  - NI8: Adult participation in sport
  - NI110: Young people's participation in positive activities
  - NI57: Children's participation in PE and sport
  - LI5: Adult participation in physical activity
3. The Lifelong Learning and Culture Plan sets the aim for York to have the highest participation rates in active lifestyles of any city in the country by 2013. Working through 3 initiatives: Everybody Active, Active Places and Spaces, and Just 30, we need to deliver 8,535 new participants this year to remain on course to reach this target.
4. The Everybody Active initiative is essential to delivering on the above targets and outcomes. This initiative is split into a further 3 delivery programmes:
  - **Everybody Active – Adults:** These programmes will invest in creative activities directly addressing the known barriers to participation in active lifestyles. Activities will be relevant to a broad cultural interest, will be accessible, and will be branded alongside the "Just 30" campaign.
  - **Everybody Active - Targeted:** Cross service programme that supports, encourages and motivates the least active target groups to take the necessary steps in becoming more active in order to improve their health and wellbeing. E.g. Older people, medical referral and disability activities.
  - **Everybody Active – Young People:** These programmes will develop opportunities for all young people in the city to participate in a range of

sport and physical activity. As well as enhancing health and wellbeing programmes to promote young people's cultural entitlement.

5. To enable Sport and Active Leisure to deliver the above Everybody Active programmes and meet the targets set it requires greater delivery capacity at front line level. This in turn requires a restructuring of the team. To assist with this a bid was made to the Sport England Community Investment Fund (CIF) which resulted in an award of £198k over the next three years. Additionally, the service has also been offered external funding from the Rugby Football League, Cycle City, Aiming High, and the York Youth Community Action Pilot.

### **Consultation**

6. The Council's restructure guidance has been followed throughout the process with particular emphasis on consultation with staff at all levels. Their thoughts and comments have directly influenced the final proposal. Unison has been kept informed and attended the consultation meetings.

### **The Proposed Structure**

7. The proposed structure is shown in Annex A. The main features are the creation of:

- A team of 4 front line delivery officers:
  - Sports Participation Officer (e.g. leading social netball, basketball in the parks and free swimming)
  - Active Living Officer (e.g. leading cycling, walking, workplace health)
  - Volunteering Officer
  - Rugby League Service Area Coordinator

Led by an Everybody Active Adult Programme Coordinator

- A team of 5 front line delivery officers:
  - Exercise pathways (e.g. developing GP referral, MEND, links to social care providers)
  - Older Person's Officer (e.g. leading Fit as a Fiddle, Age Concern swimming, care home exercise)
  - Disability: Adults Officer
  - Disability: Young People Officer
  - Cycle City Officer (leading targeted participation cycling programmes)

Led by an Everybody Active Targeted Programme Coordinator

- A new Young Person's Activity Officer

### **Options**

8. The principal options are:
  - to implement the proposed changes to posts within the Community Sport and Physical Activity delivery team

- to maintain the status quo and reject the CIF funding of £198k.

## Analysis

9. The new post structure is recommended in order to deliver the outcomes set out in paragraphs 2, 3 and 4.

## Implications

### Financial

10. The following table shows the total cost of the proposed restructure (at 2010/11 prices) and the total funding available for the three year period:

<b>Cost of new posts and delivery team</b>	<b>2010/11 Part Year £'000</b>	<b>2011/12 £'000</b>	<b>2012/13 £'000</b>
Salaries	279	253	261
Project based work	61	59	55
<b>Total Cost</b>	<b>340</b>	<b>312</b>	<b>316</b>
<b>Funding Sources:</b>			
Existing Staffing Budget	118	142	142
2010/11 Growth	63	79	79
CIF grant	63	66	69
Rugby Football League	24	25	26
Cycle City Grant	24	-	-
Aiming High Grant	24	-	-
York Youth Action Pilot	24	-	-
<b>Total Funding</b>	<b>340</b>	<b>312</b>	<b>316</b>

11. It should be noted that, although agreed in principle, final confirmation of some elements of the funding in the above table has yet to be received. This amounts to £96k in 2010/11, £25k in 2011/12 and £26k in 2012/13, and supports the following posts:

Rugby League Service Area Co-ordinator post (3 years, grade 6)  
 Disability Support & Activity Officer (Young People) (1 year, grade 6)  
 Cycle City Officer (1 year, grade 6)  
 Volunteer Officer (1 year, grade 6).

No appointments will be made to any of these posts until formal confirmation of the relevant funding has been received and a written service level agreement has been produced (if applicable).

12. There may be redundancy costs associated with this restructure as the four posts in the existing staffing structure are being removed. In addition there may be redundancy costs once the three year funding period has come to an end unless replacement funding for these posts can be found.

**Human Resources (HR):**

13. There are HR considerations to be taken into account. Extensive consultation and discussions have been held between Senior Management, Human Resources, Unions and the relevant staffing groups. This is in line with City of York Council's Change Management procedure. This began informally over a year ago when the CLLIP review began as well as throughout the process of writing and submitting the funding bid to CIF.
14. The proposed restructure for the Everybody Active and Everybody Targeted programmes shown in Annex A, identifies 2 current posts at grade 8 and 1 post at grade 9 which are effected. Therefore 3 FTE posts are potentially affected and members of staff affected by this change will be managed in line with Redundancy procedures. The new structure generates 2 FTE programme coordinator posts scored at grade 9.
15. The restructure also affects the Young People's post (1 FTE) at grade 8, which is to be down graded to 6. This post is currently vacant.
16. The new structure however, also generates 5 x FTE of new CIF posts and 4 x FTE external delivery posts (grade 6), which offer potential opportunities for redeployment for the 1 x FTE who is displaced. However it is noted that these opportunities may not be suitable redeployment opportunities dependant upon the individual placed at risk.

**Equalities**

17. The structure includes 2 posts concerned with disability and will have a significant positive impact.
18. There are no Legal, Crime and Disorder, Information Technology or Property Implications arising from the restructure.

**Next Steps**

19. Formal implementation is expected from 14 June 2010. However, because there is one vacant and 9 new posts, there will be some recruitment to posts immediately following approval. This will follow current departmental budget processes relating to budget constraints and HR processes in relation to redeployment.

**Corporate Objectives**

20. The restructure proposals contribute to the following Corporate Objectives:
  - Healthy City – by increasing participation in health and wellbeing programmes
  - City of Culture – by increasing participation in sporting activity

- Learning City – by increasing participation in both informal and formal learning opportunities linked to the Everybody Active programmes
- Inclusive City – by encouraging communities to take charge of their own sport and active leisure opportunities, helping to establish skills and capacity with in community and educational settings

**Risk Management**

21. If approval is denied or delayed, there is risk that the funding award offers could be withdrawn from both Sport England and other external organisations e.g. Cycling City, RFL, Aiming High.
22. If approval denied or delayed, there is a risk that delivery against LAA targets will be compromised.

**Recommendations**

23. The Executive Member for Leisure, Culture and Social Inclusion is asked to approve the new staffing posts for the Community Sport and Physical Activity delivery team set out in Annex A.

Reason: So that the Sport and Active Leisure Service is best structured to deliver its outcomes.

**Annexes:**

- A. Sport and Active Leisure Service Structure (existing and proposed)

**Contact Details**

**Authors:**

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Head of Sport and Active Leisure  
Tel. 01904 553434

**Chief Officer Responsible for the report:**

Charlie Croft  
Assistant Director (Lifelong Learning & Culture)

**Report Approved**  **Date**

**Specialist Implications Officer(s):**

Katherine Finnie Principal Accountant LCCS Tel. 554226	Kirstie Ellison-Jones HR Advisor LCCS Tel. 554366
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**Wards Affected:**

All

**For further information please contact the author of the report**

**Background Papers:**

*Financial Strategy 2010-2016*: report to the Executive, 16 February 2010  
Project files held by the report authors.



## Annex A - Structures

### EXISTING STRUCTURE

Title	Grade	Fte
Snr SAL Officer - Sport & Physical Activity	9	1.00
Community Leisure Officer - Sport	8	1.00
Community Leisure Officer - Physical Activity	8	1.00
Community Leisure Officer - Young People	8	1.00

### PROPOSED NEW STRUCTURE

Title	Grade tbc	Fte	Funded by	Notes
<b>Everybody Active Programme's</b>				
Adult Programme Coordinator	9	1.00	CYC	
Targeted Programme Coordinator	9	1.00	CYC	
Sports Participation Officer	6	1.00	100 %CIF	3 year funded post
Active Living Officer	6	1.00	CYC	
Disability Sport and Activity Officer (Adults)	6	1.00	50% CYC 50% CIF	CIF contribution for 3 years
Older Peoples Activity Officer	6	1.00	50% CYC 50% CIF	CIF contribution for 3 years
Exercise Pathways Officer	6	1.00	CYC	
Young Peoples Activity Officer	6	1.00	CYC	
Rugby League Service Area Coordinator*	6	1.00	100% RFL	RFL funded for 3 years
Cycle City Targeted Participation Officer*	6	1.00	100% Cycle City Programme	1 year post funded by Cycle City York
Disability Sport and Activity Officer (Young People)*	6	1.00	100% Aiming High Programme	1 year post funded by external aiming high programme resources (Adult, Children & Education)
Volunteer Officer*	6	1.00	100% Community Action Pilot DFS	Post funded until 2011

\* Posts and funding contracts to be confirmed

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