

**FLINTSHIRE COUNTY COUNCIL**  
**CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**



**PROJECT PLAN FOR THE LEISURE FINANCE TASK & FINISH GROUP**

**APPENDIX A**

<p><b>TERMS OF REFERENCE</b></p> <p><i>Set specific objectives.</i></p> <p><i>Be clear as to what is, and, as importantly, what is not, included in the topic.</i></p>	<p>To review the Leisure Services Budget for 2013/14:-</p> <ul style="list-style-type: none"> <li>• To consider how best to address the current level of overspend within the Leisure Service budget.</li> <li>• To consider the opportunities available to encourage external funding.</li> <li>• With reference to the financial challenges faced by the Council, to consider how best to prioritise spend within the Leisure Services budget.</li> </ul> <p>Out of scope:</p> <p>Play Development, Play Design, Public Open Space, Sports Development</p>
<p><b>Evidence Gathering</b></p> <p>➤ <b>Documents</b></p> <p><i>What? Why?</i></p>	<ul style="list-style-type: none"> <li>• Breakdown of the Leisure Service budget as approved by County Council for 2013/14.</li> <li>• Breakdown of annual income received from Leisure Services across Flintshire.</li> <li>• Summary of the Leisure Assets portfolio</li> <li>• Revised organisational chart for Leisure Services.</li> </ul>

<ul style="list-style-type: none"> <li>➤ <b>Internal Contributors</b> <i>(Both Members and officers) Who? Why?</i></li>   <li>➤ <b>External Contributors</b> <i>(e.g. Service users, community representatives, key stakeholders, recognised experts, other organisations etc.) Who? Why?</i></li>   <li>➤ <b>Site Visits</b> <i>Where? Why?</i></li>   <li>➤ <b>Consultation/Research/Other Methods</b>  <i>Why? What? Who?</i> <i>Does the Committee wish to publicise its review by issuing a Press Release and possibly invite views?</i></li> </ul>	<p>Cllr Kevin Jones (Cabinet Member), Ian Budd, Director of Lifelong Learning, Lawrence Rawsthorne, Head of Culture &amp; Leisure, Mike Welch, Principal Leisure Services Officer, Paul Jones Business Improvement Manager and Accountants for the Leisure Service Budget</p> <p>Documentary input from Sports Wales on likely future funding scenarios.</p> <p>Site visits may be required to enable the Task &amp; Finish Group to discuss the ongoing maintenance issues within the Leisure building stock with Facility Managers and listen to officer recommendations on how to prioritise spend within the Leisure Service budget.</p>
<p><b>FORMAT OF MEETINGS</b></p> <ul style="list-style-type: none"> <li>➤ <b>Venue of Meetings</b> <i>Can they be held in the community?</i></li>   <li>➤ <b>Frequency of Meetings</b></li>   <li>➤ <b>Co-options</b> <i>Does the Committee wish to co-opt members onto the Committee for the review? If so, who and why?</i></li> </ul>	<p>County Hall</p> <p>As required</p> <p>Invite the Chairman of the Corporate Resources Overview &amp; Scrutiny Committee to sit on the Task &amp; Finish Group.</p>

<p>➤ <b>Member Involvement</b>  <i>Full Committee, task and finish working group or individual or paired Members to drive the review.</i></p>	<p>Task &amp; Finish Working Group recommended.</p>
<p><b>TIMESCALES FOR REVIEW</b>  <i>Realistic and achievable timescale. Establish a commencement date and set a target date for issue of final report to the full Committee.</i></p>	<p>Commencement date – The first meeting of the Task &amp; Finish Group was held in October 2013 to enable relevant information to be collated.</p> <p>Completion date – It is recommended that the work of the Task &amp; Finish Group should be completed in time to feed into the Revenue Budget considerations for 2015/16.</p>
<p><b>FOLLOW UP</b>  <i>What happens next?  Should a Press Release be issued drawing attention to the Committee's report?  Monitoring/progress reports?</i></p>	<p>Monitoring Reports will be made to the Committee if necessary before a final report is submitted.</p>
<p><b>LESSONS LEARNED</b>  <i>Review the complete process.  What went well, what did not go quite so well and what can be learned for future reviews?</i></p>	