

Title:	Leisure and Recreational Needs Assessment (L&RNA) Project Management
Portfolio Holder:	Councillor Chivers
Reporting Officer:	Trevor Savage, Leisure Manager
Key Decision:	No

Purpose

This report informs Cabinet of the proposed project management arrangements for the delivery of the L&RNA.

Background

Following the Planning Inspector's recommendation that a comprehensive L&RNA should be undertaken, the Council via the planning delivery grant employed Kit Campbell Associates (KCAs) to undertake the work.

The final report was circulated to Cabinet members and the Corporate Management Team and made available on the intranet at the beginning of September 2005. A councillors' seminar was arranged for 5 October 2005 when KCAs presented their findings.

A stakeholders' consultation seminar was held on 13 October 2005 and a presentation was made at the Parish Forum on 19 October 2005.

The final report identifies a number of key issues for the future of open space, sport and recreation provision for the district.

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| • Levels of provision | • Provision for water sport |
| • Countryside access | • The future of Southwick Country Park |
| • Greenspace management and maintenance | • Tree cover |
| • Indoor sports provision | • Working with schools |
| • Provision for children's play | • Funding |
| • Provision for outdoor sports | • Planning policy |
| • Provision for teenagers | |

Main Issue

Now that the Council is in receipt of this extensive study there is a need to develop project management arrangements to ensure that the key issues that have been identified are discussed and considered by officers and members and a plan of delivery is agreed. The L&RNA has far reaching implications for the Council. The Council needs to make decisions as to which options are

developed and implemented, how they are financed, the time scale for delivery and the need to avoid raising expectations.

Project management will be key to ensuring that the issues identified by KCA are fully and carefully considered and delivered successfully. To enable this to happen, the following structure is suggested:

Corporate Management

Council, Cabinet and CMT will provide the mandate for the project, approve expenditure, consider regular updates on progress and attend Project Board as necessary.

Project Board

Will involve members and officers and have overall direction and management of the project within the remit set by corporate management. It will approve all major plans, ensure that the project remains on course and existing resources are made available, arbitrate on any conflicts within the project and focus attention where it is needed.

The Project Board will need to agree an Action Plan that due to the Council's resources will include both short and long term actions. There will be a need to agree the priority areas. In addition the engagement of the Community Area Partnerships will be required to assist in devising local changes in service delivery.

The Project Board will not be able to make key decisions. The current constitution prevents key decisions being taken by the Project Board. The draft of the new constitution would only allow the Project Board to make key decisions if the Project Board was made a committee of the Cabinet and given delegated authority to make key decisions. At the present moment of time there are no plans to implement this, but the Board is likely to want to consider this issue as its work progresses.

The diagram overleaf shows proposed membership of the Project Board. However it may well be helpful to bring additional people onto the Board, for example a school's representative or someone from the education function at the County Council. The Project Board will need to appoint a Chair. The Project Board will meet every couple of months.

Officer Operational Group

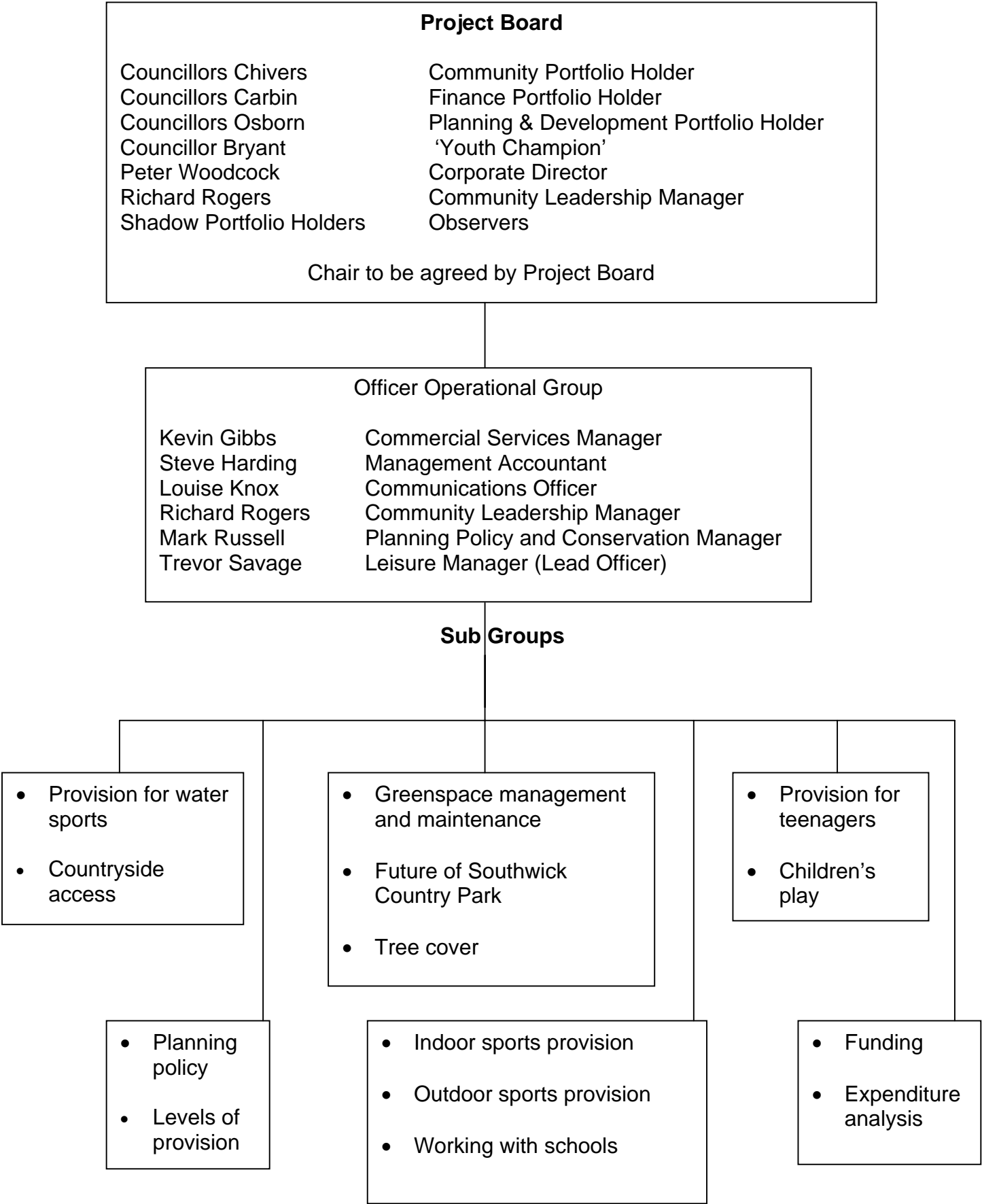
Will involve officers from a number of departments, will run the project on a day to day basis, develop and update action plans and key milestone charts, deal with communications both internally and externally, identify officers to contribute and lead sub groups. The Officers Operational Group will meet monthly.

Sub Groups

The sub groups have been developed around key issues and each sub group will be expected to work through the options identified by KCAs and make recommendations to the Officer Project Group as to the way forward. There will

be a need to involve representatives from various organisations in some of the sub groups. To meet as often as is required.

Proposed Project Management Structure



Key Milestones

Task	To be undertaken by	Completion Date	Comments
Issues & options consultation Member Seminar	Portfolio holder officers & consultants	5 October 2005	Presentation of the results of the L&RNA and the way forward
L&RNA Project Management report to CMT	Officers	12 October 2005	Report sets out proposed structure and key milestones
Issues & options consultation Stakeholders Seminar	Portfolio holder officers & consultants	13 October 2005	Presentation of the results of the L&RNA
Issues & options consultation Parish Forum	Portfolio holder officers	19 October 2005	Briefing on the L&RNA findings
Service development bids submission	Officers	9 November 2005	Bids for funding in 2006/07 to fund feasibility studies and some improvement works
L&RNA Project Management report to Cabinet	Officers	23 November 2005	Report sets out proposed structure and key milestones
Southwick Country Park reports	CMT Cabinet	9 November 2005 11 January 2005	Report will set out consultants recommendations Report will set out CMT recommendations
Approval of preferred options for public consultation	CMT Cabinet Council	February 2006 8 February 2006 22 February 2006	Meeting of Council required to approve options. Once the options are formally agreed the draft action plan can be finalised
L&RNA Action Plan 2006 - 2012	Officer Operational Group, Project Board, CMT, Cabinet, Council	April 2006	Finalised Action Plan will identify key issues, needs, constraints or opportunities, options, actions, resources, start and completion dates
Approval of final Development Plan Document (DPD) for submission to Secretary of State	CMT Cabinet Council	May 2006 June 2006 July 2006	A statutory requirement of the Local Development Framework process.
Commencement of the DPD examination	Officers Planning Inspectorate	February 2007	A statutory requirement of the Local Development Framework process.
Adoption and publication of DPD and revised proposals map	Council	September 2007	A statutory requirement of the Local Development Framework process.

Financial Implications

There will be cost implications to the Council both in the short and long term. Careful financial planning will be an important component to the management and delivery of this project. A long term financial plan will need to be developed to identify proposed spending of both capital and revenue resources. It can be anticipated that service development bids will be presented annually for a number of years to come.

Legal Implications

There are no legal implications in relation to this report.

Options

There are a number of delivery mechanisms that could be used to project manage this process. In light of discussions and having drawn on the experiences of the Housing PFI the model contained within this report was considered to be appropriate to ensure delivery.

Recommendation:

1. That Cabinet supports the project management structure as identified in this report.

Human Rights

There are no human rights implications in relation to this report.

Background Papers

These are available in Room F30.

Plain English

Yes 3/9/05

File ref: ts/local docs