

DRAFT

Template Scoping Document

Community Select Committee	
<u>Scrutiny Review Title:</u>	Provision of Sports & Leisure Opportunities Across the Town
<u>Background issues</u> to review – rationale for scrutinising this issue:	Members raised the issue of reviewing the Sports & Leisure provision across the town when the committee agreed items for the work programme in March 2019.
Is this issue covered by the Future Town Future Council Programme ?	(i) <u>Co-operative Neighbourhood Management</u> - “Work with our communities to improve our neighbourhoods” – “Better understand our communities’ needs and priorities” to “Work with our residents to design and deliver services” and to Invest in and improve our neighbourhoods.
Is this issue one that raises interest with the public via complaints or Members’ surgeries or with Officers?:	Sports & Leisure is not an area that generates customer complaints.
<u>Focus of the review:</u> (State what the review focus will be)	<p><u>How do people know about what sports and leisure opportunities there are across the town, including public and private sector provision and in sports clubs and societies?</u></p> <ul style="list-style-type: none"> • What take up is there in each sector? • What are the barriers to people getting involved? • What can be done to increase local take up? • What access is there for people from the following characteristic groups:-young, old, gender, sexuality, ethnicity, disability? <p>Aims:</p> <ul style="list-style-type: none"> • To make sure that the Council’s web site directs local residents to all of the relevant opportunities and offers available

	<ul style="list-style-type: none"> • To ensure that where possible local residents have good access to local opportunities for sports, leisure, clubs & societies, whether this is provided by the local authority, voluntary or private sector • That the review establishes ways/recommendations to make the cultural, leisure and sporting opportunities accessible to all
Timing issues: Are there any timing constraints to when the review can be carried out?	Officers will advise at the meeting if there are any timing issues to consider. The review will have to fit in with the timing of the other Select Committee review work programme items.
The Committee will meet on (provide dates if known):	Dates: Day/Month/Time/Venue 4 June 2019 – Discuss draft scoping document with AD Communities & Neighbourhoods who will lead the review on the officer side supported by the Scrutiny Officer. Dates to be agreed in July/Aug for site visits 3 or 23 July 2019 – Presentation from Officers on Sports & Leisure provision in Stevenage 3 or 17 Sep 2019 / 2, 15 or 22 October – Interview Witnesses and gather evidence Date to be agreed to agree recommendations & final report – likely to be in late November/December 2019.
SBC Leads (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):	<i>Officers have suggested the following people:</i> <ul style="list-style-type: none"> • <i>Executive Portfolio Holder(s) for Children, Young People and Leisure Cllr Richard Henry</i> • <i>Assistant Director Communities & Neighbourhoods, Rob Gregory</i> • <i>Culture Wellbeing & Leisure Services Manager, Geoff Caine</i> • <i>Health & Sports Strategy Manager</i>
Any other witnesses (external persons/critical friend)?:	To be identified by the Committee at the scoping meeting. <i>Possible options identified by officers:</i> <ul style="list-style-type: none"> • SLL Management (?) • <i>SLL Corporate Health and Wellbeing Manager, Juanita Prescott</i> • <i>Critical Friend – Would it be appropriate for this review to invite an officer/Member from another local authority to speak as a “critical friend”? – Members have suggested</i> • <i>Members of sports clubs, arts groups, (officers to advise suitability)</i>

	<ul style="list-style-type: none"> Youth Mayor/ Youth Council for comment from younger people
<p><u>Allocation of lead Members</u> on specific individual issues/questions:</p> <p>Any other Questions Members wish to cover:</p>	<p>To be identified by the Committee at the scoping meeting.</p> <p>Members will ask questions on the following areas (list the issues to address during the interviews):</p> <p><i>Depending on what major strands are identified in the scope these can be allocated to lead Members.</i></p>
<u>Site visits and evidence gathering in the Community</u>	<p>Site visits to various leisure, sports and cultural sites/groups would be helpful to the review. This can be carried out during July and August 2019.</p> <p>Some suggested groups and areas for a visit are as follows – SLL gym, golf course, theatre, Fairlands Lakes, a number of voluntary sector sports clubs, and theatre groups (looking at disabled access etc.)</p>
<p><u>Equalities and Diversity issues:</u> The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised</p>	<p>To be identified by the lead Member – Cllr ??</p> <p><u>Equalities & Diversity Issues</u> – Are there any E&D issues to consider in this review? –</p> <p>Yes, equality and diversity issues are relevant to accessing leisure, sports and cultural opportunities in the town. The review will need to consider opportunities for engagement in these activities and involvement for protected characteristic groups.</p>
<p><u>Constraints</u> (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):</p>	<p><i>To be identified by the Committee at the scoping meeting 3 July 2019</i> (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</p> <p>Any other matters that could be part of a wider Cultural Framework but are not directly addressed by the review should be directed to the Assistant Director for Communities &</p>

	Neighbourhoods.
<u>Background Documents/data</u> that can be provided to the review	As identified by the Committee at the draft scoping meeting 3 July 2019: Evidence requested: •
<u>Agreed Milestones and review sign off</u> -To be agreed by Members and officers	Formal response from Executive Portfolio Holder (Executives have a Statutory requirement to respond to Scrutiny review recommendations two months after receiving a final report and recommendations of a review: Date Executive Portfolio responses are expected (dependent on the final report & executive portfolio response template publishing date): DD MM YY Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): DD MM YY (Close to this date the Select Committee will receive a report at a Committee meeting to agree the final sign off of the review recommendations)