



COMMUNITY SELECT COMMITTEE

Date: Wednesday, 21 October 2020

Time: 6.00pm

Location: Virtual (via Zoom)

Contact: Ian Gourlay (01438) 242703

committees@stevenage.gov.uk

Members: Councillors: S Mead (Chair), M Notley (Vice-Chair), S Barr, S Booth, A Brown, A Farquharson, L Harrington, J Mead, C Parris and L Rossati.

AGENDA

PART 1

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

2. MINUTES - 4 MARCH 2020

To approve as a correct record the Minutes of the meeting of the Community Select Committee held on 4 March 2020.

Pages 3 – 6

3. TERMS OF REFERENCE

To note the Terms of Reference for the Select Committee, as agreed at Annual Council on 20 May 2020.

Pages 7 – 8

4. WORK PROGRAMME 2020/21

To receive an updated version of the Community Select Committee's Work Programme for 2020/21.

Pages 9 – 16

5. SPORTS AND LEISURE REVIEW REPORT AND RECOMMENDATIONS

To consider the Committee's final report and recommendations of local Sports and Leisure Opportunities. The review and recommendations were written prior to the Covid-19 pandemic but officers have provided a commentary regarding the impact of the pandemic on the recommendations and the current state of the service.

Pages 17 – 32

6. REVIEW OF MEMBER COMPLAINTS YOUR SAY

The Chair has requested that this issue be reviewed following representations made to Business Units throughout the period of the Covid-19 pandemic on behalf of local residents in the community. The Committee will be given the opportunity to explore this issue together to see if there are any common features from business units that are providing slow responses or not being able to resolve the complaint?

7. URGENT PART 1 BUSINESS

To consider any Part I business accepted by the Chair as urgent.

8. EXCLUSION OF PUBLIC AND PRESS

To consider the following motions:

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.

2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

9. URGENT PART II BUSINESS

To consider any Part II business accepted by the Chair as urgent

STEVENAGE BOROUGH COUNCIL

COMMUNITY SELECT COMMITTEE MINUTES

Date: Wednesday, 4 March 2020

Time: 6.00pm

Place: Shimkent Room - Daneshill House, Danestrete

Present: Councillors: Sarah Mead (Chair), Margaret Notley (Vice-Chair), Stephen Booth, Adrian Brown, Teresa Callaghan, Alex Farquharson, John Mead and Loraine Rossati

In Attendance: Councillors: Jim Brown, Maureen McKay (HCC Health Scrutiny Committee) and Jeannette Thomas (Portfolio Holder – Housing Health and Older People)

Start / End Time: Start Time: 6.00pm
End Time: 7.20pm

1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors Liz Harrington and Claire Parris.

There were no declarations of interest.

2 **MINUTES - 8 JANUARY 2020**

It was **RESOLVED** that the Minutes of the Community Select Committee meeting held on 8 January 2020 be approved as a correct record.

3 **PUBLIC HEALTH DISCUSSION ITEM WITH HCC DIRECTOR OF PUBLIC HEALTH**

The Director of Public Health (Public Health Service - Hertfordshire County Council), Jim McManus, was in attendance at the meeting. He gave an update on the new Coronavirus strain (COVID-19). The Director informed Members that the majority of the UK population remains at low risk of the virus. The situation was rapidly changing. Case number reports were never accurate due to lags in reporting and changes in the definition. The Director highlighted that older people and those with pre-existing conditions were at risk of a severe form of the disease. COVID-19 was being treated from other viruses because of the ability to spread while showing no symptoms and the speed of growth of numbers.

The Director advised the Committee that COVID-19 was moderately transmissible but there was no need to panic. Coronaviruses were mainly transmitted by large droplets spread through coughing, sneezing and contact with infected secretions. Currently, there was no dedicated drug for the virus and there were no expectations

of a vaccine any time soon. The public health phases were containment, delay and mitigation. Authorities were being urged to plan for all the phases. The Director advised that the strategies to prevent spreading were containment, social distancing, good hygiene and cleaning frequent touchpoints.

Members pointed out that there were no COVID-19 advice posters on local buses. The Committee sought clarification on guidance for rail commuters, airline passengers, schools, religious events and other public gatherings. In his response, the Director confirmed that the Public Health team were systematically working with stakeholders including bus operators, Network Rail and train operators. The Director encouraged everyone to adopt good hygiene practices such as washing hands with soap and water often, using hand sanitiser gel if soap and water were not available and covering one's mouth and nose with a tissue or sleeve (not your hands) when one coughs or sneezes. Professor McManus stated that people should consider minimising contact and avoiding areas that could potentially expose one to risk. He advised that Public Health (Hertfordshire) would consider engaging volunteers to distribute leaflets in the vicinity of train or railway stations and bus stations. Members recommended the use of the existing Metro newspaper network to distribute updates on COVID-19. With regard to air travel, the Director referred to recent flight cancellations to areas heavily affected by the virus. It was pointed out that airlines were intensifying cleaning regimes. Travellers were urged to avoid flying to countries and areas where there were high chances of coming into contact with someone with COVID-19. People with vulnerable health were advised not to fly.

The Director of Public Health stated that those responsible for work places, schools, shopping outlets, halls sports establishments and other public buildings should prioritise sanitisation of high risk touch points such as handrails, elevator controls and door handles. Professor McManus confirmed that banknotes could carry bacteria or viruses such as COVID-19. The advice regarding banknotes was that people should wash hands after touching banknotes and if possible to use contactless payments instead. The Director also confirmed that the use of anti-bacterial wipes would add an extra layer of protection.

In response to a question regarding guidance for care workers, Professor McManus stated that carers should minimise contact if there was a high risk of contracting COVID-19. The use of clinical masks would be recommended in some cases. Vulnerable people should consider using online shopping and banking services. Members were informed that telephone visits would be the best option in certain circumstances. Long term plans would include social care services registers to facilitate appropriate care for the vulnerable.

With regard to religious gatherings, the Director of Public Health confirmed that faith groups had a role to play in the fight against COVID-19. He reported that FaithAction was Public Health England's strategic partner for information campaigns. The Director commended the Council for its viable partnership with local faith groups. He confirmed that Public Health was available to engage with all faith groups in the County and to share guidance on COVID-19.

Members raised concerns regarding fear and uncertainty in the public. The Director

acknowledged the information gaps and stressed the importance of disseminating accurate and regular updates to the public. He advised that the public should take a measured approach and not assume that colds and flu would lead to COVID-19. With regard to one case linked to a school in Stevenage, the Director informed Members that health officials and school governors had gone to the school to reassure teachers, pupils and parents. The general advice was to encourage everyone to practice good hand hygiene and maintain a safe distance (at least 1 metre or 3 feet) from anyone coughing or sneezing and to avoid touching eyes, nose and mouth. Members agreed to take the message back to schools and communities.

The Director of Public Health highlighted the importance of behaviour change in the fight against COVID-19. It was indicated that the public should re-consider the frequency and necessity of public events such as church meetings, political gatherings and sports events. Professor McManus stated that it was no longer advisable to share communion cups, trays and spoons and to shake hands or exchange hugs in public gatherings. Banning or reducing the frequency of public gatherings would be justified depending on the number of cases in an area. Members were informed that it was vital to foster community resilience and prepare the public for psychological trauma resulting from COVID-19. The Director informed the Committee that a guidance document had been prepared for election canvassers. Canvassers were advised not to touch surfaces such as door handles and handrails, avoid shaking hands or sharing pens and paper.

Members welcomed recent announcements by the government that those in self-isolation would be entitled to sick pay from day one and that COVID-19 had been declared a notifiable disease. However, there were concerns that some people would not be keen on self-isolation. The self-employed and those under zero-contract hours would be under pressure to work while ill so as to earn a living and this would put colleagues and customers at risk. It was also noted that some workers did not earn enough to qualify for statutory sick pay. The Director of Public Health pointed out that making COVID-19 a notifiable disease would allow companies to claim compensation through their insurance policies if the spread of the virus led to cancellations or loss of business.

Professor McManus informed the Committee that since corona virus was a new virus strain it was still too early to have significant levels of reliable data to enable modelling and better preparations for the disease. The Director informed Members that following a swab and testing, registered medical practitioners (RMPs) had a statutory duty to notify the 'proper officer' at their local council or local health protection team (HPT) of suspected cases of certain infectious diseases. All proper officers were obliged to pass the notification to Public Health England within 3 days of a case being notified, or within 24 hours for urgent cases. The standard notifiable disease procedure would be discarded if there was an influx of cases.

The Director of Public Health reported that there were pressures on the NHS 111 (non-emergency) number, Public Health England helplines and medical laboratories. Public Health Service (Hertfordshire) had established a COVID-19 helpline for schools so as to relieve pressure on the 111 number, ensure consistency of advice and fill in any gaps in the NHS 111 service.

The Chief Executive thanked the Director of Public Health for guidance and regular updates to local authorities, schools and other public and private institutions in Hertfordshire. The Chief Executive reported that Professor McManus had taken time to provide updates to SBC officers during working hours and outside normal working hours. It was reported that despite the communication challenge surrounding COVID-19, the Director was always frank and open. The Chief Executive informed Members that SBC had a Business Continuity Plan in place. The Council would continue to provide regular updates to Members and staff. In his reply, the Director of Public Health commended measures that had been put in place by the Council.

The Chair informed the Committee that due to the COVID-19 health emergency, the Director of Public Health would not be in a position to discuss other public health issues affecting Stevenage.

It was **RESOLVED**:

1. That Members liaise with the Director of Public Health regarding the posting of COVID-19 advice leaflets on public transport
2. That the Strategic Director (RP) circulates to all Members the latest guidance for election canvassers
3. That the Scrutiny Officer liaises with the Director of Public Health regarding scheduling a meeting to discuss other public health issues affecting Stevenage

4 **HEALTHY STEVENAGE STRATEGY**

It was **RESOLVED** that the item be deferred to a future meeting of the Community Select Committee.

5 **URGENT PART 1 BUSINESS**

None.

6 **EXCLUSION OF PUBLIC AND PRESS**

Not required.

7 **URGENT PART II BUSINESS**

None.

CHAIR

COMMUNITY SELECT COMMITTEE

1. Membership - 10 (not Members of the Executive)
Observer – Stevenage Youth Mayor
2. Quorum - 4
3. Terms of Reference
 - 3.1 To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood) and relationships with partners and external agencies involved with these services, together with a timetable and method of study for each topic.
 - 3.2 To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
 - 3.3 To review the Forward Plan of Key Decisions in relation to services within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood), considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or the Assistant Director to provide a briefing or take part in discussion.
 - 3.4 To act as the Council's Crime and Disorder Committee, meeting in that capacity a minimum of once each year (by including Crime and Disorder on the agenda at least once each year).
 - 3.5 That in respect of policy development of matters that fall within the remit of this Committee, to meet with the relevant Portfolio Holder to comment on individual draft policies that are scheduled to be considered to the Executive.
 - 3.6 To work with the other Select Committee or the Overview & Scrutiny Committee, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
 - 3.7 To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood).

- 3.8 In accordance with the Petitions Scheme, consider Petitions, Petition Reviews and interview Senior Council Officers (as requested by a Petition) in relation to matters within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood).
- 3.9 In conjunction with the other Select Committee and Scrutiny Overview Committee, responsibility for the on-going development of the Policy Development and Scrutiny function of the Council.
- 3.10 To report to the Executive, other committees or Council, as appropriate.

Lead AD	AD (Communities and Neighbourhoods) – Rob Gregory
Deputy	AD Housing & Investment – Jaine Cresser
Chair	Cllr Sarah Mead

Community Select Committee Scrutiny Work Programme 2020-21

(Including main review items, one-off meetings, statutory and standing items, review revisits and policy development items)

Note – Due to the reduced capacity resulting from the impact of the Covid-19 there is a slimmed down work programme but individual Items can be raised at the O&S Committee and directed to the Select Committee to consider as one-off items at future meetings

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Scrutiny Review items 2020/21: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2020/21)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	Chair/ Vice-Chair Preference & Priority
Sports & Leisure Across the town	AD Communities & Neighbourhood, Rob Gregory/ Portfolio Holder for Children, Young People & Leisure, Cllr Richard Henry	21 October 2020	(i) Would require just one final meeting (ii) full scope was completed (iii) An Officer report/presentation was provided leading to interviews with officers /Exec Member.	The final meeting will sign off the report and recommendations (the recommendations have been redrafted to address the reality of the Covid-19 Pandemic as the review was completed	

Scrutiny Review items 2020/21: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2020/21)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	Chair/ Vice-Chair Preference & Priority
Statutory Item - Crime & Disorder Committee (High priority statutory Committee & suitable for Scrutiny in 2020/21)	AD Communities & Neighbourhood, Rob Gregory, Lead Officer Sarah Pateman, Portfolio Holder for Communities (including Safer Communities) Cllr Jackie Hollywell	4 February 2021.	(i) Yes, covered in one meeting (ii) No scope required (iii) Interviews with Chair of RAG, Herts Constabulary, Portfolio Holder with responsibility for Community Safety looking at past performance of the Community Safety Action Plan and future priorities	before the Pandemic).. This meeting will cover the performance of Responsible Authority Group up to March 2020 (as the meeting was cancelled due to Covid-19) and will cover the period covering the start of the Pandemic until now and will look at the emerging targets for 2021-22	This is a statutory item so will be delivered.
Standing Item - Public Health (High priority & suitable for Scrutiny in 2020/21)	AD Communities & Neighbourhood, Rob Gregory, Health & Sports Strategy Manager, Candice Bryan, Senior Environmental	The Committee's 2 December meeting will be targeted for this work.	(i) Yes, covered in one meeting (ii) No scope required (iii) Interviews with the HCC Director of Public Health, SBC Executive Portfolio Holder with	The HHC Director of Health may not be able to attend given the demands on his time responding to Covid-19. If the HCC Dir of PH is unable to attend then the focus should be	The Chair and Vice-Chair are keen for this item to be supported so will be delivered.

Scrutiny Review items 2020/21: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2020/21)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	Chair/ Vice-Chair Preference & Priority
Page 11	Health & Licensing Manager, Maurice Clay, Portfolio Holder for Housing Health & Older People Cllr Jeannette Thomas		responsibility for Public Health and the SD for Community. (iv) Other Members to be invited – Cllr Maureen McKay, HCC Health Scrutiny Member and Cllr Michael Downing, Health Watch. If the Director of Public Health is unable to attend due to work commitments then the meetings would have a local focus on the Council's ongoing response to Covid-19 and impact on their Public Health priorities.	on the Council's response to Covid-19 as well as looking at the delivery of the Healthy Stevenage Strategy, which was formally launched at the Stevenage Together Forum in March 2018. Members had intended to reflect on delivery against the strategy but were unable previously due to the focus on the Covid-19 Pandemic. Members have previously said they would also like to consider the effectiveness of the Healthy Hub.	
Complaints/Your Say system	AD? Berni O'Regan	Start the review in October 2020 and bring	(i) Could be covered in two meetings (ii) a simple scope required		The Chair and Vice-Chair are keen to pursue this based on their experience of inconsistencies in the

Scrutiny Review items 2020/21: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2020/21)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	Chair/ Vice-Chair Preference & Priority
Page 12		back to a future CSC Committee meeting	(iii) Interview officers involved in the administration of the service and the back office Business Units to find out reasons for delays and in some cases no response to the Member.		responses from different Business Units.
Neighbourhood Wardens- (Priority & suitability for scrutiny in 2020/21 to be agreed with Chair & AD)	AD Communities & Neighbourhood, Rob Gregory/ Portfolio Holder for Neighbourhoods and Co-operative Working Cllr Rob Broom	No date identified but keep on the work programme	(i) this would suit a number of meetings(2 – 3) as offered by officers looking at the delivery of the Area Based Working model.	The Assistant Director (Communities & Neighbourhoods). a review on Neighbourhood Wardens could cover the effectiveness so far of the area-based working model, and include interviews with neighbourhood wardens, comparison of working arrangements in Stevenage wards and benchmarking against other local authorities.	
Consideration of the	AD Communities &	March 2021	It may be helpful to		

Policy Development - Portfolio Holder Advisory Group:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
Housing First (Scheduled to be considered at the Exec in November 2020)	AD Housing Jaine Cresser, Executive Portfolio Holder for Housing, Cllr Jeanette Thomas	Likely to require a PHAG meeting in October 2020	One meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal private meetings not open to the public. They are arranged by Constitutional Services but not clerked.	
Community Safety Strategy in on the Feb 21 Exec agenda	AD Rob Gregory, Community Safety Manager, Sarah Pateman, Hannah Morris Operations Manager, CE Matt Partridge (Chair of RAG), Portfolio Holder for	Likely to require a PHAG meeting in January 2021	One meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal private meetings not open to the public. They are arranged by Constitutional Services but not clerked.	

Policy Development - Portfolio Holder Advisory Group:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
	Community Safety, Cllr Jackie Hollywel & Chief Inspector Simon Tabert						

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Meeting COMMUNITY SELECT COMMITTEE

Portfolio Area CHILDREN, YOUNG PEOPLE AND LEISURE

Date 21 OCTOBER 2020

Report Author(s) Stephen Weaver (2332)

Contributors

Lead Officer Rob Gregory (2568) Geoff Caine (2206)



SPORTS & LEISURE SCRUTINY REVIEW

1 PURPOSE

- 1.1 To consider the draft report and recommendations of the Community Select Committee Scrutiny review into Sports & Leisure, which the Committee will consider and make any final changes to the report and recommendations and then circulate to the Executive Portfolio Holder for a response.

2 BACKGROUND & SCRUTINY ISSUE IDENTIFIED

- 2.1 The issue of scrutinising Sports & Leisure was agreed by the Select Committee as a scrutiny review item when it met on 1 April 2019 to agree the Committee's work programme for 2019/20.
- 2.1.1 **Impact of the Covid-19 Pandemic on the reviews findings and recommendations**
- 2.1.2 The report, findings and process of the review were conducted prior to the Covid-19 Pandemic, as such the Chair and Assistant Director has suggested that the report should still go forward for consideration by the Committee but prior to sign off and circulation to the Executive Portfolio holder for Children, Young People and Leisure, the impact of Covid-19 should be reflected in the report and accordingly the recommendations have been adjusted to reflect this.
- 2.2 **Scope and Focus of the review**

2.2.1 The Committee met on 4 June 2019 and agreed a scope for the review of the Sports & Leisure, which it agreed should focus on making sports and leisure opportunities accessible to all of the community, in particular:

- To check if the Council's website can be updated to include links to public and private providers of sports and leisure facilities and services
- To get a better understanding of booking arrangements for events at the Gordon Craig Theatre
- To determine the split of Stevenage versus non-Stevenage clientele at Stevenage sports and leisure facilities and events
- To assess the affordability of Stevenage sports and leisure facilities and events
- To make a comparison of Stevenage sports and leisure against offers in other similar-sized local authorities
- To ensure that event organisers use a diverse range of publicity methods including the traditional leaflets and posters and also social media platforms

2.2.3 The scope of the review also identified the following issues:

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?

- What take up is there in each sector?
- What are the barriers to people getting involved, including access, and cost/affordability?
- What is the number of local people that use these services and for service users outside of the town where do they come from?
- 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?

2.2.4 Aims:

- To make sure that the Council's web site directs local residents to all of the relevant opportunities and offers available
- 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

2.3 Data requested by Members:

2.3.1 Members requested attendance figures for events at the Gordon Craig Theatre. Members were informed that membership details from sports and leisure providers and registers for events such as parkrun were unlikely to be able to be used as a source as had been requested as this information could be subject to data protection limitations. Members also requested background

documents on the budgets for SBC sports and leisure facilities and the subsidy per visit.

2.4 Process of the review

2.4.1 The Committee met formally on 5 occasions in 2019/20 to undertake the review. The Committee met as follows: On 4 June to agree the scope. On 3 July to receive an officer presentation on sports and leisure provision in Stevenage and on 17 September to receive an update on a series of site visits and to interview the Executive Portfolio Holders for Children Young People & Leisure and to receive information on funding for SLL, 4 November, to interview Herts Sports Partnership and to receive input from Members and finally on 9 January 2019 to interview Stevenage Sporting Futures and sign off and agree the draft recommendations of the review.

2.4.2 The Committee interviewed the following people:

- Cllr Richard Henry, Executive Portfolio Holder for Executive Portfolio Holder(s) for Children, Young People and Leisure
- Rob Gregory, Assistant Director Communities & Neighbourhoods
- Geoff Caine, Culture Wellbeing & Leisure Services Manager
- Ryan Ansell, Sports & Leisure Development Officer
- External witness - John O'Callaghan (Herts Sports Partnership Board Member) – provide insight on the County context
- External witness – Louise Gallagher-Smith (Stevenage Sporting Futures)
- External witness – Allan Prescott – Stevenage Leisure Limited (SLL)
- External witness – Chair of Youth Council

2.4.3 The following desktop research was undertaken by Members:

- Affordability and barriers – Cllrs C Parris and L Rossati
- Access – Cllrs T Callaghan and S Mead
- Local take up – Cllr S Mead
- Websites and online sports and leisure advertisements – Cllr J Mead
- Older Persons – Cllr M Notley

3 REVIEW FINDINGS

3.1 Conclusions of the Community Select Committee

3.1.1 Based on the input provided to and carried out by Members conducting the review and by Officers supporting the review the Committee have made the following conclusions.

Key findings of the review:

3.2 Surveys - Evidence from various surveys with local people. Members were keen to find out what local people thought about the facilities so informal

surveys were undertaken with residents via their surgeries and residents groups as well as an officer survey of some older peoples groups including Irish Network, Renaissance Group at Chells Manor Community Centre, Age Concern and with the Youth Council. This provided Members with useful insight into what was popular, where the gaps are and what the barriers are for people.

3.3 Site visits - During the summer in 2019 there were a series of officer and Member site visits to SLL run facilities including Fairlands Valley Park Sailing Centre, Ropes Course & Cycling Hub, Aqua Park, Stevenage Arts & Leisure Centre including Gordon Craig Theatre, Stevenage Swimming Pool and the Stevenage Golf & Conference Centre, evidence from these visits formed a significant evidence base and influenced the reviews recommendations –

3.3.1 Site visit to Fairlands Valley Park Sailing Centre Ropes Course, Cycling Centre & Aqua Park. –Water based activities are popular especially the pedalos which were introduced in 2018, the more formal sailing options are used by groups and schools. The Penguin Falls facility is popular with families. The Ropes Course and climbing wall are well used especially for birthday parties and available for families and individuals to hire as well as group bookings, the price for a 45 minute session has been reduced to £15 for adults and £10 for Children. The free to use Aqua Park is very popular with families, light refreshments are available at the facility but there is a need for more toilets and changing facilities as well as issues with parking. The Cycling Centre offers hire and bike servicing facilities but needs better advertising and signing to make people aware that it's there. The food offer is limited and could do with expanding to include more variety and healthy options. In Summary the visit demonstrated that the excellent park and facilities offer a wide range of paid for and free activities in a vital open space. Overall the facilities are very well run but need support in terms of marketing and some improvements that would make the offer even more popular.

3.3.2 Site visit to Stevenage Arts & Leisure Centre (SALC) & Swimming Centre – The SALC offers a range of sport and leisure facilities. There is a well-equipped gym which is in frequent use and offers an anti-gravity treadmill for disabled users. The centre also offers a range of fitness classes including spinning cycling as well as varied sports facilities such as indoor football, badminton, squash and bowls. The 501 seater theatre is well used and offers comfortable and generous seating as well as a spacious area for production companies that use the facility. The Swimming Centre is working at capacity with demand outstripping the supply of available swimming slots. What is on offer is at affordable rates and provides for a mix of users from casual swimmers to School use. There are also other facilities like the wellness spa, Kinesis studio and NHS referrals which the centre offers.

3.3.3 Site visit to Golf and Conference Centre – There has been considerable investment on the golf course and with the conference centre. The golf club now has circa 350 members and growing, with annual membership £750 a

year for 7 day a week or £550 for 5 day a week annual membership, or just £30 for a single round of golf, this is a lot cheaper than any comparable private club in the area. The Conference Centre offers a range of rooms for hire and the main conference room is now used for weddings and other social functions at reasonable rates in a pleasant location. The number of female and junior golf members is small but the centre is working on expanding these numbers.

- 3.4 Disabled access – The SALC and Swimming Centre both use the accessible.co.uk criteria which describe the type of facilities that are available, but these are not easy for users to find on the SALC & Swimming Centre websites. Members have suggested that all community facilities/Council owned facilities in Stevenage should be linked to the www.accessable.co.uk website, which allowed disabled users to ascertain whether or not a facility was able to cater for their needs. There is a variety of disabled access equipment at all of the facilities including a rare anti-gravity treadmill that people with lower limb impaired function can use.
- 3.5 Leisure Centre Cost – Members found through their research of the facilities and comparison with other authorities that the facilities are affordable, however it would be good to provide offers targeted at low waged people on Universal Credit so they can access classes as even the affordable prices are out of reach for those on benefits.
- 3.6 Gordon Craig Theatre customer base – Previously Members had expressed concern that the theatre was not being used predominantly by local residents. However, based on the data that SLL collect from customers it is clearly mostly local patrons with 30% coming from SG1 & SG2 post codes. The GC Theatre is also popular with visitors from surrounding towns because of the rail and road links. A large number of patrons are classified as unknown but are also likely to include local people.
- 3.7 Community Centres – accessible to all on price with varying costs but timing is an issue, as many classes are during the working day so not accessible to all. There is a challenge for Community Centres as they need to have their building and various rooms available to hire (often in the evening) to support their income due to the lack of core grant support but this means that they have limited time slots available for all of the community, they are therefore catering for older people and parent and toddler groups but not many other groups.
- 3.8 SBC & SLL Joint Innovation Group – Members were informed that the joint SBC/SLL Innovation Group looked at options for contract development and ideas to increase footfall. The Group had introduced the Pay and Play service at Fairlands Valley Park and Sailing Centre and made changes to theatre and community programming at the Gordon Craig Theatre and that the Group would soon be carrying out a review of operations at the Stevenage Golf and Conference Centre.
- 3.9 Sport England – The review was encouraged by the interview with the Executive Portfolio Holder for (Children, Young People and Leisure) during

this session it was reported that Sport England's Regional Director was impressed by Stevenage's sporting ambitions and innovative ideas including regional partnerships and the sports and health and well-being linkage. Plans were in place to invite Sport England Regional Director to a meeting to discuss Stevenage's progress towards its sports objectives and funding options.

3.10 Limited number of 3G football pitches

During interviews with officers and confirmed with other external witnesses it became clear that there is a limited number of 3G astro-turf pitches in Stevenage. The 3G pitch at the Valley was a good facility but had limited community use, so there is a need for an expansion of local facilities so sites at Chells Pavilion and at Ridlins Playing Fields are being considered as possible additional sites, which could have a greater use by the community.

3.11 Youth Council – safe areas & activities in parks for young people to access

The Youth Council provided input to the review based on the type of things that young people would like to see provided that could be free to use, this included equipment and areas created in parks for older children and youths to meet at and also activities in parks possibly to include local bands as well as youth clubs based in community centres.

3.12 Expansion of basketball equipment

3.12.1 Members were keen to promote the use and provision of Basketball hoops around the towns parks and open spaces as it was seen that this appeals to younger people and children alike. It is an informal sport that can be played by a small number of people or even by an individual and once the infrastructure is provided the only equipment that is required is a basketball that can be purchased relatively cheaply. Following investigation by officers it is has been reported that there are currently 22 basketball hoops in various parks around the town. Some of these need repairing or replacing the nets.

3.12.2 The height and size of the basketball hoops that are already provided vary a lot so would appeal to various ages from younger children to older teenagers up to adult size. To provide a new infrastructure varies a lot in price ranging from the expensive which would be the case if it's not very accessible to install to provide hard core and concrete/tarmac hard standing, line painting, post, back board and hoop which would potentially cost thousands to provide. However, installing a post and hoop onto a pre-existing hard standing area would cost circa £500-£800 for the equipment and then an installation charge (either external contractor or our workforce) on top so approx. £1000 - £1500. So at the lower end some Councillors could use some of their LCB funds to provide a new hoop and area on an existing hardstanding and at the more expensive end bids could be sought/recommended to the Executive to provide.

3.13 King George V Playing Fields Tennis Courts

3.13.1 Members have recommended that the tennis courts at King George V playing fields should either be repaired and made good or an alternative use can be developed such as a multi-use games area (MUGA).

3.14 Clarity over the future funding of the replacement athletics running track at Ridlins and associated buildings

3.14.1 During interviews with witnesses it became clear that the running track at Ridlins was at the end of its useable life and there needed to be a strategy for its future replacement, this would also need to include key maintenance of the buildings. Cleaning and patching of the track had taken place over the past 5 years, the facility is in need of complete refurbishment, the cost of which is estimated in the region of £1Million, of which a new running track was the most pressing and would cost circa £250,000. The facility is expensive to maintain, as income is minimal and annual expenditure is in the region of £200,000. It should be noted that the athletics club serves both Stevenage and North Herts residents so North Herts District Council should be approached about any future funding solution.

3.15 Equalities & Diversity

3.15.1 Equalities and Diversity issues are covered in relation to disabled access at 3.4 and are also addressed via surveys with older peoples groups and the youth council.

4 RECOMMENDATIONS

Original Recommendations	Officer Assessment of impact of Covid-19 on ability to deliver the recommendation
<u>Accessibility to sports & leisure opportunities linked to health benefits</u>	
4.1 Opportunities be offered on a subsidised basis – (i) Subsidised leisure activities could be linked to the Stevenage Primary Care Network Social Prescribing Co-ordinators where residents could apply for a subsidy to take advantage of one of the services (for example sailing or the climbing wall) and (ii) to consider the introduction of “cheap months” for certain activities to encourage those on limited means to take up leisure activities.	On hold due to Covid-19 and SLL’s critical financial position. The Sailing Centre is closed due to government restrictions and at this stage it is unclear when the facilities will re-open.
4.2 Opportunities be offered on a subsidised basis – (i) Subsidised leisure activities could be linked to the Stevenage Primary Care Network Social Prescribing Co-ordinators where residents could apply for a subsidy to take advantage of one of the services (for example sailing or the climbing wall) and (ii) to consider the	On hold due to Covid-19 and SLL’s critical financial position, plus the Sailing Centre is closed due to government restrictions and at this stage we do not know when it will be able to re-open.

	introduction of “cheap months” for certain activities to encourage those on limited means to take up leisure activities.
4.3	<p>The Healthy hub is recognised as an innovative strategy. There is an issue facing accessibility however. Patients referred to the hub for weight loss are required to pay for the service. As there is a strong connection between poor diet and poverty, the area needs to be considered. Members are aware of cases where residents have been referred to the hub for weight loss services but after attending an initial appointment and being made aware of the cost, have not returned. Officers in discussion with the Executive Portfolio Holder to consider the possibility of funding via a grant system (perhaps sponsored by local businesses – or social prescribing from public health funds).</p>
4.4	<p>The parking provision for the Aqua Park needs to be reviewed and improved, owing to high demand in the summer months.</p>
4.5	<p>Aqua Park toilet/changing room provision needs to be improved.</p>
4.6	<p>Stevenage Golf Centre - That the offer to attract local women to play golf at Stevenage Golf Centre be looked at, including better changing facilities. In addition, offers to attract more young people also be considered.</p>
4.7	<p>Opportunities for apprenticeships for young people could be extended further – (i) for Apprenticeships, the leisure and sports offer should be highlighted at</p>

Due to the current restrictions in place and the vulnerability of customers the Healthy Hub is closed at present. When it re-opens officers will discuss with SLL and the Portfolio Holder opportunities to tackle the affordability of support for those whose financial position presents a barrier.

Due to the restrictions in place this year the Aqua Park has been closed throughout the season. Officers will discuss with SDS, the Asset team and planners the opportunity to improve parking.

The existing building is designed within a small footprint to house the plant room, kiosk and toilets, the development of new toilets will increase the footprint of the building significantly and will be at a high capital cost. However officers will discuss how additional toilet facilities can be integrated into the building and report back to the committee.

Since the visit by the committee the washroom facilities within the centre have benefited from a major refurbishment. During the Covid-19 crisis golf has seen an upsurge in usage. Officers will work with SLL to improve the opportunities for women, girls and young people to make use of the golf facilities.

SLL do currently employ a number of apprentices. Workforce planning is however being impacted by the current SLL financial position due to Covid-19.

<p>Schools and Colleges as an employment route for young people, and (ii) Saturday positions for young people for example at the sailing centre or swimming pool should be explored.</p> <p><u>Marketing opportunities and use of the website</u></p>	
<p>4.8 Officers should consider offering a two for one offer to encourage multiple uses of SLL sites</p>	<p>On hold due to Covid-19, limited availability of facilities and services restricts numbers in leisure buildings and SLL's critical financial position.</p>
<p>4.9 Links should be provided from the Council's website to local sporting clubs and activities in particular free events in order to promote various forms of physical activity and mental wellbeing.</p>	<p>The new SBC website has now been launched. This will provide the opportunity to create links to external organisations and services available to public. Social media activity can further be enhanced to promote health and wellbeing activity.</p>
<p>4.10 The sailing centre operators to liaise with the SBC communications team regarding adding the cost of boat hire and courses on the SBC web site as well as video links with publicity material to promote the range of activities at the Sailing Centre to maximise the use of the facility. In addition the Council should launch a campaign to raise the profile of activities at the Sailing Centre and to address the misconception that sailing was an elitist activity.</p>	<p>On hold until Sailing Centre can re-open, however this presents an opportunity to re-think the range and availability of activities at the sailing centre and new ways of marketing and promoting these.</p>
<p>4.11 Marketing of the conference centre at the golf course to support maximising the use of the Golf Course facilities amongst staff on the intranet should be pursued to make staff aware of the function rooms for social occasions which could enhance the income that could be reinvested into the facilities and offer.</p>	<p>This is on hold as the conferencing and events service is closed at Stevenage Golf & Conference Centre due to Government restrictions.</p>
<p>4.12 Advertising boards should be erected in prominent places around the Fairlands Valley Park and Sailing Centre.</p>	<p>Officers will work with colleagues in SDS and SLL to look at opportunities to improve or update signage in key areas of the park.</p>
<p>4.13 The cycle hub needs to provide clearer</p>	<p>The Cycle Hub is closed and we are hoping to re-</p>

<p>advertising of its services on the exterior of the building along with opening times.</p>	<p>launch and re-open soon, subject to Government restrictions. This will provide an opportunity to create better signage and publicity as recommended.</p>
<p>4.14 Consideration be given to the establishment of a standardised corporate brand for Sport Stevenage/Active Stevenage/Healthy Stevenage.</p>	<p>Officers will discuss this with the Communications Manager as part of the corporate review of council brands that is currently being undertaken.</p>
<p>4.15 A process be developed to ensure that Community Development Officers and Community Wardens be regularly briefed on the sporting/leisure activities on offer in their respective neighbourhood areas.</p>	<p>An integral part of the newly launched Cooperative Neighbourhoods model includes key leisure and wellness staff from Communities and Neighbourhoods within each one of the six teams. Community health, wellbeing leisure and sports activities will be a key part of developing this programme within the communities.</p>
<p>4.16 Consideration be given, possibly through the Stevenage Sports Partnership or Sporting Futures, to encouraging local schools to display advertising material relating to sports and leisure activities.</p>	<p>Officers will discuss opportunities with the local schools sports partnerships to the best methods of promoting leisure facilities and services through the schools in Stevenage.</p>
<p><u>Infrastructure improvements</u></p>	
<p>4.17 At Fairlands Valley Park the high ropes area could be developed by providing a seating area under a canopy to attract family events such as children's birthday parties with refreshments that could be included in the package in conjunction with the cafe.</p>	<p>Due to the current crisis the climbing facilities at the Sailing Centre are currently closed. When the facility re-opens officers will discuss with SLL improved opportunities for enhancing the packages and uses of the climbing facilities.</p>
<p>4.18 There is a shortage of accessible 3G football pitches in Stevenage. Two potential sites at Chells Pavilion and at Ridlins Playing Fields were being considered as additional sites, the review supports the case for these sites to provide more community use of informal sports use including small sided football.</p>	<p>The newly publish agreed Local Football Facility Plan provides a comprehensive audit of existing football facilities and a targeted plan for extending the portfolio of football facilities in Stevenage, the plan incorporates 3G pitches, small sided pitches, indoor facilities, pavilions and changing rooms.</p>
<p>4.19 Following surveys and input from the Youth Council, young people have asked for more equipment/areas in parks for</p>	<p>SLL and SBC worked together to provide a range of activities in Fairlands Valley Park in 2018 and</p>

<p>older children, as well as more activities in parks including local bands and youth clubs to go to with friends.</p>	<p>2019. The programme was due to be expanding in 2020 and has therefore had to be cancelled, although SBC did provide pop up play and fitness classes in our parks throughout the summer holidays. Officers will work on developing this and other programmes for 2021.</p>
<p>4.20 Basketball was promoted as an activity that is popular with young people and was accessible to many with only the need for a basketball once the infrastructure was in place. Officer to consider further sites in parks to provide these facilities and as well as funding via planning gain sources and parks maintenance, Members could be encouraged to work together using their LCBs funds for additional informal basketball hoops and hard standings around Stevenage.</p>	<p>During July/August 2020 SBC signed up for 'project swish'. This project from Basketball England gave us free nets to add to our current hoops in Stevenage Parks. We installed nets in 8 parks across Stevenage and have requested more nets from Basketball England.</p> <p>We are also having initial discussions with Basketball England, Herts Basketball association and SBC parks for basketball development. Unused tennis courts at KGV highlighted as a potential spot for development.</p>
<p>4.21 If funding can be sourced, officers look at improving the tennis courts at King George V Playing Fields which are in a state of disrepair, subject to funding, consideration be given to the possibility of adapting the tennis courts at King George V Playing Fields into use for other physical activities should their continued use for tennis prove unviable.</p>	<p>Due to Covid-19, funding streams for such improvements from bodies like Sport England have been frozen. If further capital programmes are announced this will be considered.</p>
<p>4.22 Clarity be provided regarding the future viability of Ridlins Athletics Track and associated facilities, linked into the forthcoming locality reviews.</p>	<p>The future opportunities for Ridlins Athletic Stadium will be considered through the locality review process.</p>
<p><u>Liaison between SBC and SLL</u></p>	
<p>4.23 Cleaning and litter picking at Fairlands Valley Park including the lakes and the aqua splash park needs to improve as, at the time of the Member site visit, this was being cited as a problem "grey area" between SLL and SBC Environmental Services regarding who should do what and how often at peak times in the summer.</p>	<p>Prior to the re-opening of the Sailing Centre and the Aqua Park officers will discuss with SDS and SLL methods of improved litter picking at the park</p>

<p>4.24 Officers discuss with the current Café operator at Fairlands Valley Park the possible introduction of some healthy food options on the menu to provide choice for those who would like to purchase a healthy option and should also include alternative dietary requirements (such as vegetarian and vegan options).</p>	<p>The Café is currently closed due to the Covid-19 crisis, a limited kiosk and patio service is available. SBC will however discuss with SLL and its franchised Café operator the potential for extending the healthy options menu at the site.</p>
<p>4.25 That SLL enhance their current booking systems to better capture demographics data to see where customers are coming from and how and where any future public health campaigns could target resources. Implications</p>	<p>We will work closely with SLL to try to improve data capture at the leisure facilities and use the data to target specific areas and demographics within the town.</p>

Financial Implications

- 5.1 A number of the recommendations made in the report could have a financial implication in the Executive agree to those recommendations.

Legal Implications

- 5.2 There are no direct legal implications to the report.

Equalities and Diversity Implications

- 5.3 The Equalities and Diversity implications for the review are contained at paragraph 3.15.1 in the report.

BACKGROUND DOCUMENTS

Surveys completed

APPENDICES

- A Community Select Committee Sports & Leisure Scrutiny Review Scoping document.

REVISED (As revised at 4 June 2019 CSC meeting)

Template Scoping Document

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Community Select Committee	
Scrutiny Review Title:	Provision of Sports & Leisure Opportunities Across the Town
Background issues 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.
Focus of the review: (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, including access, and cost/affordability? • What is the number of local people that use these services and for service users outside of the town where do they come from? • 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? • Compare with other local authorities?

	<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 • 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
<p>Timing issues: Are there any timing constraints to when the review can be carried out?</p>	<p>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.</p>
<p>The Committee will meet on (provide dates if known):</p>	<p>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 July 2019 – Presentation from Officers on Sports & Leisure provision in Stevenage July/August – site visits to various sports & leisure sites 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.</p>
<p>SBC Leads (list the Executive Portfolio Holders and SD’s Heads of Service who should appear as witnesses):</p>	<p><i>Officers have suggested the following people:</i></p> <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>
<p>Any other witnesses (external persons/critical friend)?:</p>	<p>To be identified by the Committee at the scoping meeting. <i>Possible options identified by officers:</i></p> <ul style="list-style-type: none"> • <i>SLL Management, Alan Prescott</i>

	<ul style="list-style-type: none"> • <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 Herts Sports Partnership, John O’Callaghan</i> • <i>Members of sports clubs, arts groups, (officers to advise suitability)</i> • <i>Youth Mayor/ Youth Council for comment from younger people (including Chair of the Youth Council)</i>
<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 undertake their own desktop and fact finding research and ask questions on the following areas (list the issues to address during the interviews):</p> <p><i>Cllr Lou Rossati & Cllr Claire Parris – affordability and barriers</i> <i>Cllr Theresa Callaghan & Cllr Sarah Mead – accessibility</i> <i>Cllr John Mead – other authorities (possibly Harlow/Milton Keynes)and websites</i> <i>Cllr Margaret Notley – Older People</i></p>
<p><u>Site visits and evidence gathering in the Community</u></p>	<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>It was agreed that the review would address equalities and diversity issues directly in the review.</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</p>

	activities and involvement for protected characteristic groups.
Constraints (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):	<p><i>To be identified by the Committee at the scoping meeting 3 July 2019 (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</i></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 & Neighbourhoods.</p>
Background Documents/data that can be provided to the review	<p><i>As identified by the Committee at the draft scoping meeting 4 June 2019:</i></p> <p>Evidence requested:</p> <ul style="list-style-type: none"> • Information from SLL on the demographics and post codes of the users Gordon Craig Theatre and other Stevenage based SLL run leisure facilities. • A breakdown of the spend per head on the leisure pound by SBC compared to other comparable towns/authorities, including how much the SBC subsidy provides per visit • See how other authorities outside Stevenage advertise
Agreed Milestones and review sign off -To be agreed by Members and officers	<p><i>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</i></p> <p>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)</p>