



Agenda for LED Monitoring Forum Tuesday, 16th January, 2024, 6.00 pm

Members of LED Monitoring Forum

Councillors: P Arnott, V Bonetta, M Hall, S Hawkins (Chair),
P Hayward, N Hookway (Vice-Chair), G Jung, J Loudoun,
S Smith, A Toye and J Whibley

Venue: Online via the Zoom app

Contact: Sarah James;

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(or group number 01395 517546)

Monday, 8 January 2024; reissued 10 January 2024; 15 January 2024

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- 1 Apologies
- 2 Minutes of the previous meeting held on 19 September 2023 (Pages 3 - 7)
- 3 Declarations of interest
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 4 Public Speaking
Information on [public speaking is available online](#)
- 5 Matters of urgency
- 6 Confidential/exempt item(s)
To agree any items to be dealt with after the public (including the Press) have been excluded. There are two items which officers recommend should be dealt with in this way.
- 7 LED Facilities and Activities report January 2024 (Pages 8 - 10)
- 8 Exmouth Pavilion report January 2024 (Page 11)
- 9 LED KPI Dashboard Annual 2023 (Page 12)
- 10 LED Monitoring Forum Terms of Reference update (Pages 13 - 16)

Part B

- 11 LED service management fee and SLA 2024 (Pages 17 - 31)
- 12 BSCAP 7th Dec 2023 referrals to LED Monitoring Forum - supported in principle but referred to the LED Monitoring Forum for further consideration before recommending for inclusion in the Capital Programme: (Pages 32 - 60)

- a. Exmouth Pavilion Flytower and Auditorium works for £335,100 in 2024/25 and £444,900 in 2025/26
- b. Exmouth Pavilion Roof works for £5,000 in 2024/25 and £504,000 in 2025/26
- c. East Devon Tennis Centre Roof works for £791,095 in 2024/25 and £21,405 in 2025/26

Initial Project Proposal Documents as presented to BSCAP are attached for each, implications of which will be presented verbally by Officers.

Members of the public exercising their right to speak during Public Speaking will be recorded.

[Decision making and equalities](#)

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of LED Monitoring Forum held at Online via the Zoom app on 19 September 2023

Attendance list at end of document

The meeting started at 10.00 am and ended at 11.52 am

15 Minutes of the previous meeting held on 27 June 2023

The minutes of the previous meeting held on 27 June 2023 were noted as a true and accurate record.

16 Declarations of interest

Cllr N Hookway: Minute 24: Affects Non-Registerable Interest: Member of Exmouth Town Council.

17 Public Speaking

One member of the public, Mr Stephen Beer, had registered to speak at the meeting on behalf of Exmouth Stroke Club but, in the event, did not attend.

18 Matters of urgency

There were no matters of urgency.

19 Confidential/exempt item(s)

There were two items to be considered in private session (minutes 27 and 28 refer).

20 Cranbrook Leisure Centre update report

The Cranbrook New Community Manager introduced this update report which provided an overview of plans to bring forward a leisure centre as part of the development of the town centre, to serve the Cranbrook new community.

In presentation, the Cranbrook New Community Manager provided a summary of the development in Cranbrook to date and the plans for further development including delivery of a Leisure Centre and a Health and Wellbeing Hub. The presentation included examples of what has been done locally in terms of delivery of new leisure centres, and the choices that would have to be made. Anticipated next steps are:

- Undertake community consultation on the town centre;
- Finalise town centre masterplan, to include decision on relationship with the Health and Wellbeing Hub;
- Convene a project team and establish governance;
- Explore grant funding opportunities for leisure centre.

Discussion and clarification included the following points:

- There is a large funding shortfall in excess of £6 Million for delivery of the leisure centre at Cranbrook, and consideration will need to be given to how the project is funded; this could be through prudential borrowing or other means of drawing down funds. If grant

funding is secured, it is expected that this will be a contribution towards closing the funding gap.

- It is hoped to deliver on the project within 5 – 10 years, pending closing off the funding gap. The roadmap for delivery is by way of the 'next steps', as set out in the update report.
- It is understood that other leisure centres e.g. Chard, Sherford, cost in the region of £12 – 13 Million. Whereas they are thought to have as low a carbon footprint as possible within the cost frame, officers and the LED CEO were unclear on whether the centres are carbon neutral.
- A key design principle in the Chard leisure centre was for the make up of the centre to be revenue positive; learnings can be taken from this in terms of the mix of different uses that complement each other.
- The district heating system in Cranbrook should provide a cost-effective way of heating a swimming pool, and it is hoped that the pool will be carbon neutral.
- Members were concerned that delivery of the infrastructure in Cranbrook has been slow relative to the delivery of houses, and questioned whether lessons have been learned about how the S106 and the developers' consortium were structured.
- The Assistant Director – Growth, Development & Prosperity outlined examples of good practice in Cranbrook e.g. early delivery of the schools, made possible due to available forward funding. He added that lessons have been learned, particularly around the need to develop a business case for a delivery vehicle from the outset that focuses on turning a vision into practical delivery, and how to deal with the financing.

The Chair thanked the Cranbrook New Community Manager for the update and presentation and it was agreed that the Forum will receive a further progress report in March 2024.

21 **Decarbonising Swimming Pools report**

The Principal Building Surveyor introduced this report which outlined progress in work relating to decarbonising EDDC's swimming pools and related matters including applying for external funding opportunities, namely the Low Carbon Skill Fund Phase 4, the Public Sector Decarbonisation Scheme Phase 3c and the Swimming Pool Support Fund Phase II (Capital).

The matter was debated by the Forum at its meeting of 11th April 2023 and a recommendation was made that consultants be appointed to advise Council and LED about the most appropriate way of moving forward for achieving carbon neutral swimming pools and leisure centres. An update was provided at the Forum's meeting of 27th June 2023.

The cost to progress decarbonisation schemes in EDDC's swimming pools to RIBA Stage 3 and prepare for future external funding opportunities is approximately £333,000, and Cabinet approved the allocation of this sum from the existing Climate Change Budget, on 7th September 2023.

Next steps include:

- To finalise instructions and agree fee proposals with the best value offer and formally appoint consultants to move forward decarbonisation plans.
- To prepare proposals to present at this year's Budget Setting and Capital Allocation Panel to secure capital funding to fully fund the projects over the next two financial years.

New external funding opportunities will be applied for as appropriate and any funding secured will be offset against internal capital allocations.

The Principal Building Survey drew the Forum's attention to the following main risks as set in the report:

- Failure to secure external funding
- Failure to secure self-funding (through PWLB), with or without external funding secured
- Failure to deliver the works within the timeframes required.

Discussion and clarification included the following points:

- It is not known why a bid to the Low Carbon Skills Fund Phase 4 was unsuccessful, since feedback is not given.
- It is appropriate to ensure that sites are fit for the future, and that involves decarbonisation. It is therefore vital to invest in consultants. It is also appropriate to reduce reliance on gas, from an energy security perspective.
- It is important not to conflate decarbonisation with reduced energy bills since there may be nuances which mean that measures which are good from a decarbonisation perspective may not be good from a financial perspective. The reverse may also apply.
- The Council has expressed a willingness to help the Flamingo Pool apply for funding, and the onus is on the Flamingo Pool trustees to engage and provide the required information.

Forum members noted the report.

22 **LED Facilities and Activities report**

The Forum received and noted the update report which provided a summary of the activities going on, and a projects update.

23 **LED Community Engagement report**

The Forum received and noted this report which outlined the work of the LED Community Engagement Team.

24 **Exmouth Pavilion report**

The LED Theatre Manager introduced this report which provided an update on operational delivery and buildings maintenance at the Pavilion.

The LED CEO highlighted that major health and safety repair works are scheduled for January and February 2024 and events have therefore had to be cancelled resulting in a loss £80k of income. He was concerned to ensure that meaningful activity takes place during that period in order to avoid further closures and associated revenue losses.

In discussion, a Member expressed concern that it will not be possible to secure specialist builders at this late stage for the works in early 2024, if those works have not yet been quoted for. The Principal Building Surveyor responded that the project is being worked on but there are a sea of complexities and complications. Due to its nature, not all of the work will be completed in January and February. The Principal Building Surveyor was confident, however, that a great deal of the work will be done. He stated that an update will be provided, at the next meeting.

25 **LED KPI Dashboard August 2023**

The Forum received and noted key details of the performance of LED Community Leisure for August 2023.

26 **Leisure Strategy Delivery Plan updates**

The Assistant Director – Countryside & Leisure ran through the updates on the Leisure Strategy Delivery Plan, outlining the main areas of progress since the last meeting.

The Leisure Strategy Delivery Plan remains a living document and the update is a standing agenda item for the Forum.

The meeting then went into private session.

27 **Draft management fee template 2024/25 - 2025/26**

Forum members were asked to consider the service level agreement, currently in draft form, and to indicate whether they were in support of the document.

Rachel Sutcliffe of Strategic Leisure explained that the document is drafted with a view to providing a degree of reassurance to the Council about ongoing costs, together with a degree of influence over what LED is delivering, whilst providing LED with flexibility to respond to market conditions. It sets out some key principles and parameters for the partnership moving forward, and addresses issues identified through the Leisure Strategy work.

Following discussion at length, Forum members expressed support for the draft document, to take forward and progress. The Assistant Director – Countryside & Leisure stated that a final draft will be brought back to the Forum in due course.

28 **AOB - Honiton sports club facilities**

The Assistant Director – Countryside & Leisure introduced this report which detailed a number of requests that have come forward from within the Honiton sports club community based around a number of issues, as set out in the report.

Members discussed the report at length, recognising the complexity of the issues, and the need for Officers to have a steer from Members on how to progress some of the issues and take negotiations forward, within the realms of the Medium Term Financial Plan and the Leisure Strategy.

It was noted that the report covers issues which sit within the wider leisure agenda across the Council, and beyond the Council's relationship with LED. In discussion, Members agreed that it would be appropriate to reconsider the Forum's name and terms of reference to reflect the wider Leisure Strategy focus, and incorporating LED. It was agreed that Officers will bring a proposal to the next Forum meeting, to this effect.

Attendance List

Councillors present:

P Arnott
S Hawkins (Chair)
P Hayward
N Hookway (Vice-Chair)
G Jung
S Smith
A Toye

Councillors also present (for some or all the meeting)

I Barlow
K Bloxham
J Brown
C Nicholas
M Rixson
E Rylance

Representatives of LED Community Leisure in attendance:

Janette Cass, Pavilion Manager
Andrew Dare, LED Fitness and Wellbeing Manager
Lottie Edwards, LED Community Engagement Manager
Peter Gilpin, LED CEO
Richard Purchase, Chairman of LED Board

Officers in attendance:

Thea Billeter, Cranbrook New Community Manager
Tim Child, Assistant Director Place, Assets & Commercialisation
Simon Davey, Director of Finance
Tracy Hendren, Director of Housing, Health and Environment
Sarah James, Democratic Services Officer
Sarah Jenkins, Democratic Services Officer
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM
Charles Plowden, Assistant Director Countryside and Leisure
Andrew Wood, Assistant Director Growth Development and Prosperity

Councillor apologies:

M Hall
J Loudoun

Chair

Date:

Report to: LED Monitoring Forum Report
Subject: Facilities and Activities Update
From: Delivery Team
Date: January 2024



Operational Delivery

Over the last 3 months, the team has won 2 national awards which is an amazing achievement for the Trust. Firstly, our inspirational swim teacher Kara Williams was named Swim Teacher of the Year at the prestigious Swim England National Awards.



Follow the link for the full story: [Kara Swim Teacher of the Year 2023](#)

Secondly, our dedicated Community Engagement Manager Lottie Edwards was awarded the 'Above and Beyond Award' for her work on the Community Leisure UK Active Kindness project. Please watch a [short video](#) that encapsulates how LED supports our volunteers.



Follow the link for the full story: [Lottie Edwards Active Kindness Award](#)

We have seen 1,425 Membership sales and 1,296 leavers in the last 3 months with us ending up at the end of December with a Club Live of 9,881 members. We continue to monitor leavers to help increase their length of stay through face-to-face and digital communications. Seaton Fitness Centre exceeded 750 Club Live and Exmouth Leisure Centre reached the 4,000 mark in October, with 4,202 members which is a staggering result.

In October we had 836 people taking part in the 'free weekend'. The weekend allowed the local community to engage in a health activity such as swimming, gym, group exercise class, or a junior activity with a variety of prizes and awards for those who attended.

The LED new website went live in December 2023 which will help support customers be able to access activity information quickly and develop our brand moving forward. Digital technology is key to our industry moving forward, LED looks at ways to help provide our local community with accessible information and booking opportunities.

The links with the NHS continue to be strong, developing a variety of programs across the group to support the community. Honiton is now established as an MSK hub supporting people with various health conditions. All 3 swimming pools are now Swim England [Water Wellbeing Accredited](#) which is focused on improving health and wellbeing in local communities through a variety of different activities.

The community team continues to target the hard-to-reach audiences across the district and a highlight over the last 3 months was working in partnership with Jurassic Coast social prescribers we ran a 5-week Pilot at the Hangar for patients suffering from Fibromyalgia.



The Seachange project linking with LED had 15 people take part in the 8-week course with the first 5 weeks taking place at Seachange in Budleigh Salterton and then 3 weeks at Exmouth Leisure Centre where the team delivered Good Boost, Walking Circuits, and a session at the Wellness Hub.

In Exmouth LED is delivering a 6-week nutrition course to the Exmouth Stroke Survivors Club alongside their weekly sessions. They have started incorporating seated boxing into their sessions.

The team continues to support various primary and secondary schools working with those pupils who are suffering from mental health, the impact on these individuals has been positive. Using a digital solution called Born to Move we are supporting children be more active more often across East Devon

Group Exercise is continuing to grow especially those sites supported by our virtual classes allowing more members to exercise more often along with our app supporting over 1500 classes that members can do at home. 1,084 monthly indoor classes with 14,292 people attending with 584 taking part in a virtual class.

The gyms had 17,991 visits and they continue to be busy at peak times. Honiton and Exmouth have created more space in the gyms for functional fitness and the team continues to develop and drive the customer gym journey to help drive retention, delivering 184 Personal Training sessions and 315 appointments in December.

Swimming had 22,095 visits; Swim School is now at 2,608 participants with 200 private swim lessons delivered in December. In December the swim team had their annual training day along with launching a new junior swimfit and discovery duckling lessons.

Whilst the KPI Dashboard shows a decline in attendances across the year, it should be noted that this is a naturally occurring scenario each year, as the New Year resolution effect slowly declines, albeit with some spikes during holiday periods, finishing with a big drop off in December and leading up to Christmas.

What should also be noted that, as with memberships, there has been a significant year on year growth of 16.8% from 2022, with total attendances rising from 645,000 to 776,000 in 2023.

Customer Engagement

4,111 calls were answered by the Customer Engagement Team in December. This equates to 87% of the 4,702 incoming calls. 1,568 outbound calls were made by The Customer Engagement Team.

The key measure for our customer satisfaction is through NPS (Net Promoter Score). The results from the last 3 months were 71 for surveys sent out which was way above the industry benchmark score of 38 and our target of 40.

The feedback is essential for us to improve as a business, and we are using the data even more now to help develop our programs on-site and drive better performance. We have developed a good system with internal verbal comments along with NPS surveys targeting customers and products. The data gives us some great feedback quickly on how we can improve our products and services.

Health & Safety

We had 59 minor accidents or incidents over the last 3 months. The Leisure Team is working on continuing the high standards of practice across the group with quarterly H&S committee meetings to review systems and processes. External audits across the group have taken place with an average score of 94%.

Project Update

Exmouth Leisure Centre will have access gates installed at reception in January 2024. At peak times the demand is too much for the front-of-house team and therefore the customer journey is affected. The gates should allow for a better flow for our members, improve their experience and provide for greater security.

Summary

Over the last 3 months as we move to Christmas it always proves to be a challenging time for leisure, as mentioned above. Membership sales have been strong over the past 3 months with the team driving to increase Club Live by focusing on acquisition and engagement campaigns. The challenge continues to be felt financially around energy costs, payroll pressures, and the impending cost of living crisis but the teams continue to review and drive costs down. The delivery team retains a bright outlook and continues to drive the range of products to members and the community, and we look forward to positively hitting January 2024.

LED Leisure Delivery Team

Report to: LED Monitoring Forum Report
Subject: Pavilion Update
From: Janette Cass, General Manager
Date: January 2024



Operational Delivery

We've had a busy few months since September which has been great. The café has been busy, and the shows have been well received and well attended.

As I type, the Beauty & The Beast Pantomime has just ended, and beaten box office records.

Customer feedback has been excellent:

I was amazed to see such a professional performance my Niece and Great Niece and myself Great Auntie!! Thoroughly enjoyed it.

To hear the laughter from all the children was so lovely and the smiles of happiness truly brought the Christmas season to a wonderful close.

Just back from seeing this panto, and we all thought it absolutely amazing.

The family would like to say a big thank you for making our Christmas.

Wonderful wonderful, wonderful.

Will be back next year.

Back in September we also stepped in last minute to help out the Bournemouth Symphony Orchestra who were due to play in Exeter at the Great Hall, but due to the venue flooding were unable to. It was very last minute (arranged in 24 hours) but was a wonderful evening thoroughly enjoyed by everyone and allowed us to form a new working relationship with this prestigious orchestra.

We have had some water ingress again over the winter due to heavy rain. Work to the stage area is still pending, but the leak from the kitchen roof was repaired.

Maintenance works to the building, both externally and internally, is on-going and the main Auditorium is now closed until 1st March for the works to the rigging and steel bridge. Our next show will therefore be 1st March.

As we are unable to use the Auditorium during this period we are holding some dinner events in the café throughout January and February to mitigate some of the loss of income.

No major health and safety issues or accidents to report.

Janette Cass - General Manager



LED Community Leisure

Performance Dashboard - EDDC 2023

Date

Multiple selections

Broadclyst
Leisure Centre

Colyton Leisure
Centre

Exmouth Leisure
Centre

Exmouth Tennis
Centre

Honiton Leisure
Centre

Ottery Leisure
Centre

Seaton Fitness
Centre

Sidmouth Leisure
Centre

Sidmouth
Swimming Pool

The Hangar

Club Live 31st Dec 2022 Club Live 31st Dec 2023

8,759

9,804

Joiners
Leavers

5,809

4,988

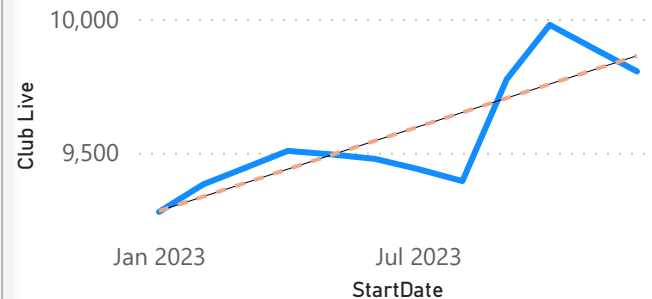
Memberships

£3,610.99K

Yield

£31.47

Club Live by Month



Swimming

265,791



Gym

201,443



Group
Exercise

156,663



Sports

141,371

Total Attendances

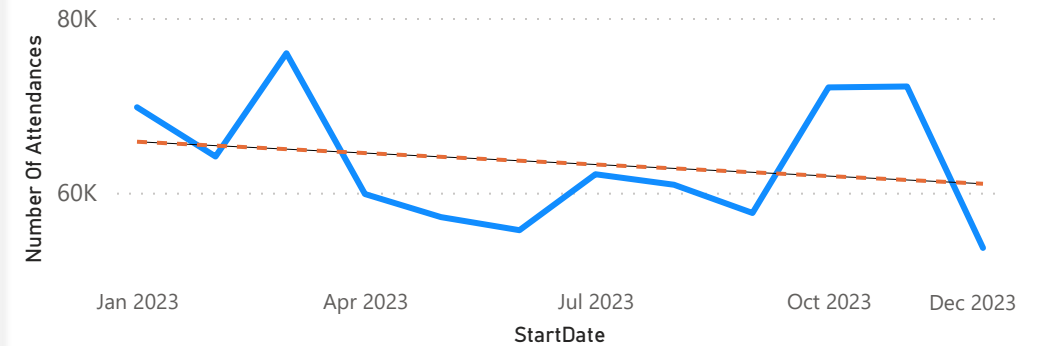
NPS Score



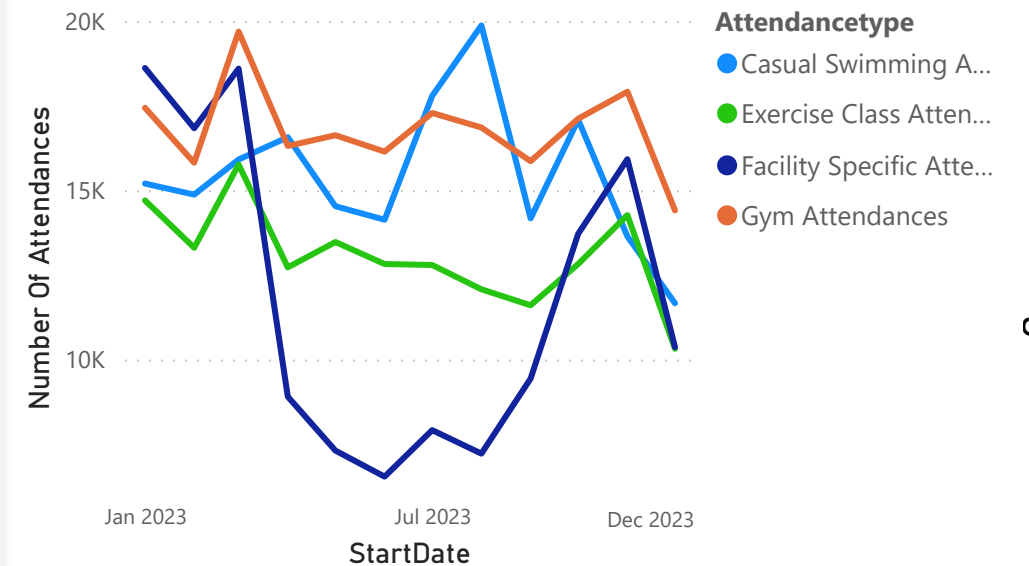
Sites Below Target

Exmouth Tennis Centre: 3.4
Ottery Leisure Centre: 30

Total Attendance Trend over Previous 12 Months



Attendance by type Previous 12 Months (excluding swim school)



Agenda Item 9

Report to: LED Monitoring Forum

Date of Meeting 16th January 2024

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



LED Monitoring Forum Terms of Reference update

Report summary:

Following the last LED Monitoring Forum meeting on the 19th September 2023 it was noted during a discussion on the Honiton sports pitches report that there are issues which sit within the wider leisure agenda across the Council, and beyond the Council's relationship with LED. In the discussion, Members agreed that it would be appropriate to reconsider the Forum's name and Terms of Reference to reflect the wider Leisure Strategy focus, and incorporating LED. It was agreed that a short report with proposals to update the current Terms of Reference would be brought to the next Forum meeting.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the LED Monitoring Forum recommends to Cabinet the following changes to the Terms of Reference for the Forum:

1. The inclusion of the Portfolio Holder for Culture, Leisure, Sport and Tourism as one of the identified Portfolio Holders within the membership of the Forum.
2. To decide on the name change for the LED Monitoring Forum, considering the two proposals within the report.
3. To update the Terms of Reference to reflect the changes in Officers job titles.
4. To formally note within the revised Terms of Reference that the Chair will be appointed at Annual Council.
5. To formally note within the revised Terms of Reference the quorum for the Forum of 4 Members.
6. To formally note within the revised Terms of Reference that the Forum will meet on a quarterly basis, with extra meetings where reasonably required to deal with urgent matters.
7. To note within the revised Terms of Reference that the Forum will have oversight of the Council's wider leisure work as well as providing guidance and scrutiny of the Council's relationship and contract with LED.

Reason for recommendation:

To enable the work of the current LED Monitoring Forum to have greater oversight of the Council's wider leisure work as well as incorporating the core business of providing guidance and scrutiny of the Council's relationship and contract with LED.

Officer: Charlie Plowden, Assistant Director – Countryside & Leisure;
CPlowden@eastdevon.gov.uk

Portfolio(s) (check which apply):

- ☐ Climate Action and Emergency Response
- ☐ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Communications and Democracy
- ☐ Economy
- ☐ Finance and Assets
- ☐ Strategic Planning
- ☐ Sustainable Homes and Communities
- ☒ Culture, Leisure, Sport and Tourism

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk

Links to background information

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ Better homes and communities for all
- ☐ A greener East Devon
- ☐ A resilient economy

Report in full

1 Current EDDC/LED governance arrangements

- 1.1 LED Leisure Management Limited is a registered charitable trust, officially a Community Benefit Society regulated by the FCA. It was created to operate the outsourced leisure functions of the Council. It is a separate legal entity from East Devon District Council, and the property it uses, the services it provides and the funding it receives in that regard is subject to a legal agreement, entered into in 2005.
- 1.2 The Cabinet report on 11th November 2020 that set out the Terms of Reference considered the following governance arrangements to create the LED Monitoring Forum:

3.6 Taking the existing arrangements it is recommended that Cabinet establish the LED Monitoring Forum which would comprise 10 members – the Leader, Portfolio Holders for (i) Finance (ii) Coast, Country and Environment (iii) Economy and Assets and (iv) Sustainable Homes and Communities, EDDC Champion for Sports and four members who are not part of the administration to ‘review the current performance of the Trust’ as per existing arrangements. While it would review ongoing performance in terms of Service Delivery, it would also take on responsibility for dealing with service fee requests and business plans and making recommendations to Cabinet in that regard. It would be supported by key officers (it is suggested that this would be the Chief Executive, Strategic Leads for Finance and Housing, Health and Environment and the Service Lead for Countryside, with others asked when appropriate). While meetings with LED are currently quarterly extra meetings could occur where reasonable required to deal with urgent matters. Accordingly, the Forum could meet monthly with LED being requested to attend. This could be the position more long term too. This would need LED’s agreement, failing which, and leaving aside issues of

needing meetings to deal with urgent issues, the expectation would be that LED meet with the Forum on a quarterly basis.

3.7 The Forum would meet in public with the option to go into private should the need arise due to discuss, for example, confidential matters. Minutes from the meetings would be reported back to the Cabinet after each meeting. As it would be a body established under the Constitution, all members would be able to attend. Council would appoint the 4 non administration members at Annual Council but for the initial set up it is suggested that delegated authority be given to the Monitoring Officer to work with the relevant Group Leaders to agree the membership. The Forum will be involved in development of future Service level Agreements and consideration of future service offers and shall be entitled to request external support to inform decision making.

1.3 On the recommendation of Cabinet, Council agreed these Terms of Reference on 24th November 2020, with one change that the Portfolio Holder for Sustainable Homes & Communities was replaced with the Portfolio Holder for Corporate Services and Covid 19 Response.

2. Proposed changes to the Terms of Reference

2.1 To update and include within the membership, as outlined in paragraph 1.2, the Portfolio Holder for Culture, Leisure, Sport and Tourism. This would increase Portfolio Holder membership to five, thereby increasing the membership to 11. Alternatively, a decision could be made to replace one of the existing and currently identified four Portfolio Holders outlined in paragraph 1.2, so retaining the membership of the Forum to 10 Members.

2.2 To reflect the recent discussion at the 19th September 2023 LED Monitoring Forum, it is proposed to rename the Forum either:

- the Leisure Strategy Monitoring Forum or
- the Leisure Strategy Delivery Forum

Both incorporating the oversight of LED. This takes account of the wider role the LED Monitoring Forum has been taking recently on matters beyond just the Council's relationship with LED. The Leisure Strategy & Built Facilities Strategy 2021-31 provides oversight on LED's operational work and the annual management fee negotiations, but also the role of leisure, sport and recreation within all our communities outside of this contract.

2.3 To update the change in Officers job titles; the replacement of Strategic Leads to Director for Finance, Director for Health, Housing and Environment and the replacement of Service Lead to Assistant Director for Countryside and Leisure.

2.4 To update the process of appointing the Chair of the Forum, formally recording that the Chair will be appointed at Annual Council, as is the case for other panels and forums.

2.5 To formally note within the revised Terms of Reference what the quorum is for the Forum. The Constitution sets out that Panels and Forums will normally consist of 7 Councillors, with a quorum of 3, but given the Forum has a membership of 10 councillors, it is proposed to set the quorum at 4 Members.

2.6 To formally note within the revised Terms of Reference that the Forum will meet on a quarterly basis, with extra meetings where reasonably required to deal with urgent matters.

2.7 Finally, to note within the revised Terms of Reference that the Forum will have oversight of the Council's wider leisure work as well as providing guidance and scrutiny of the Council's relationship and contract with LED.

Financial implications:

There are no direct financial implications in the recommendations of this report

Legal implications:

The proposals outlined in this report are acceptable from a legal/governance perspective

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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