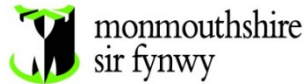


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Thursday, 24 May 2018

## Notice of Reports Received following Publication of Agenda.

### Democratic Services Committee

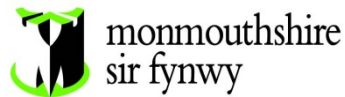
Monday, 4th June, 2018 at 2.00 pm,  
Council Chamber

Attached are reports that the committee will consider as part of the original agenda but were submitted to democratic services following publication of the agenda.

Item No	Item	Pages
6.	Engagement of the Democratic Services Committee around the Alternative Delivery Model Management Agreement	1 - 12

**Paul Matthews**  
Chief Executive

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<b>SUBJECT:</b>	<b>FUTURE OF TOURISM, CULTURE, LEISURE AND YOUTH</b>
<b>MEETING:</b>	<b>Democratic Select Committee</b>
<b>DATE:</b>	<b>4<sup>th</sup> June 2018</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## **1. PURPOSE:**

To update Members and ensure they understand and are able to engage and review the democratic process in relation to the future delivery of sustainable Tourism, Leisure, Culture and Youth (TLCY) services in Monmouthshire.

## **2. RECOMMENDATIONS:**

To receive the timeline and associated papers for engagement with Members, Senior Leadership team and staff, during the process of approval of the Alternative Delivery Model (ADM) and the future timeline prior to enactment.

## **3. KEY ISSUES:**

- 3.1 The timeline report sets out the near conclusion of a lengthy and wide ranging strategic appraisal of the future model for Tourism, Leisure, Culture and Youth (TLCY). Guiding the purpose of this work since its inception has been the aim of securing the most viable, sustainable and supportable future for TLCY services in order to optimise the contribution they are able to make to the wellbeing of Monmouthshire residents, throughout their lives. This has meant ensuring full transparency and scrutiny at every stage to ensure the best option was reached.

## **4. OPTIONS APPRAISAL:**

- 4.1 The scale of the future challenge was first recognised in 13/14, when work was commissioned to consider options for future delivery of Cultural Services. Soon after, the scope of this work was widened to include all TLCY services. The whole process has been facilitated by an in-house team and informed closely and tested by independent advisors and legal experts. The process has also included full open scrutiny with Members through Seminars, Select committees, Cabinet and Council. In February 2018, Cabinet approved the Strategic Business Case which set out the full initial appraisal of options for change and approved the ADM to move forward.

## **5. REASONS:**

5.1 To ensure that the organisation has effective governance in place providing transparency on the way decisions are made and evaluated.

## **6. RESOURCE IMPLICATIONS**

6.1 No resource implications to accompany this report.

## **7. SAFEGUARDING IMPLICATIONS**

7.1 There are no corporate parenting or safeguarding concerns regarding this report.

## **8. BACKGROUND PAPERS**

**Appendix A** Timeline and associated papers for engagement with Members, SLT and Staff 2015-2018

**Appendix B** April 2018 Political Process Timeline for MonLife

**Appendix C** Comprehensive timeline and consultees for whole process

## **9. FUTURE GENERATIONS IMPLICATIONS**

Future Generations Evaluations have accompanied every report submitted and outline the main impacts of the proposal.

## **10. AUTHORS:**

Ian Saunders Head of Tourism, Leisure, Culture and Youth Services

## **11. CONTACT DETAILS:**

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## Timeline and associated papers for engagement with Members, SLT and Staff 2015-2018







### Overarching Milestones

Political Milestones		
15th October 2014	Cabinet approved 30k for commissioning of Amion Consultancy for the future options of Culture services	 Agenda Special Cabinet 15th Octob
17th October 2015	Cabinet approved 60k from Invest to Redesign to finance the supplementary work for TLC services	 Future Monmouthshire pro
4th May 2016	Cabinet approved Future Monmouthshire - a strategic programme of 'whole-authority' work	 Future Monmouthshire.pdf
19th September 2016	Joint Select Committee approved continuation of work for the proposed new delivery options for TLC services	  Joint Select Committee report reStrategic Outline Ca
5th October 2016	Cabinet approved continuation of work for the proposed new delivery options for TLC services	 Informing the future of key local s
27th February 2017	Joint Select Committee scrutinise OBC and approve next steps forward	  Council report Appendix A Outline Proposed New Deliv Business Case.docx

20 <sup>th</sup> March 2017	Council approve 2 models to take forward and advance to FBC stage for further presentation to Members	 Council report Proposed New Deliv
January 2018	Informal Cabinet and opposition groups in January 2018	 The Future for Leisure Tourism Cult
29 <sup>th</sup> January 2018	Cabinet to approve FBC and agree option of moving to ADM	 Latest cabinet report - future TLCY
15 <sup>th</sup> February 2018	Council to approve FBC and agree option of moving to ADM and approve financial assistance of set up costs and 5 year costs for MTFP	 150218-Council ADM (002).docx
6 <sup>th</sup> June 2018	Cabinet progress report for ADM	Dispatched to Cabinet Members 25 <sup>th</sup> May 2018

<b>Presentations</b>	
<i>Members Seminars</i>	
4 <sup>th</sup> February 2016	 Members Seminar Feb presentation.ppt
12 <sup>th</sup> December 2016	 Member Seminar presentation 14th D



February / March 2017	 Members Presentation for Fet
<i>SLT</i>	
10 <sup>th</sup> October 2015	 Trust Plus SLT.pptx
28 <sup>th</sup> June 2016	 SLT Presentation 28th June.pptx
<i>Staff</i>	
15 <sup>th</sup> December 2015	 Staff Engagement Event Presentation.p
25 <sup>th</sup> November 2016	 Staff engagement 25th November pres
26 <sup>th</sup> March 2018	 MonLife staff seminar presentatio



## April 2018 Draft Political Process Timeline for MonLife

Date	Meeting	Purpose of paper
4 <sup>th</sup> June 2018	Democratic Select	To receive update report that highlights political routes from conception to present date and member engagement. To receive draft Governance documents for new companies.
6 <sup>th</sup> June 2018	Cabinet	To receive update report and approve interim lead team for both MCC and ADM; Shadow board recruitment; enactment of TUPE; Draft Governance arrangements; development of SLA's and legal documents
5 <sup>th</sup> July 2018	Audit Committee	To receive updated report and make comment on the Draft legal documents; Draft Governance arrangements; draft Performance Evaluation Framework; development of SLA's and legal documents
Mid July 2018	Member drop-in sessions	3 x drop-in sessions spread over a week to enable members to be updated on ADM process; receive draft papers for comment. Project team to organise and facilitate.
13 <sup>th</sup> September 2018	Audit Select	To scrutinise the legal documents; Governance arrangements; and SLA's for the ADM
27 <sup>th</sup> September 2018	Econ & Dev Select	To scrutinise the draft 5 year Business Plan
3 <sup>rd</sup> Oct 2018	Cabinet	Approve Performance Evaluation Framework; Governance Arrangements; draft 5 year Business Plan and 5 Year Agreements for MonLife and associated companies
25 <sup>th</sup> Oct 2018	County Council	Endorse Performance Evaluation Framework, Governance Arrangements; draft 5 year Business Plan and 5 Year Agreements for MonLife and associated companies

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Comprehensive timeline and consultees over the whole process.

<b>Organisation/Consultees</b>	<b>Frequency of engagement</b>	<b>Purpose/Outcomes</b>
Senior Leadership Team Finance Legal	Frequently throughout the past 30 months	To receive scrutiny; guidance and critical advice to aid the process to achieve the optimum recommended position for the authority to present for political decision
Joint Select Committee	September 2016 February 2017 July 2017 December 2017	To scrutinise draft Outline BC; draft Business Case and provide guidance and recommendations on next steps
Cabinet	May 2016 October 2016 March 2017 January 2018	To receive OBC; draft BC and eliminate options to prepare for final decision on optimal model for TLCY services
Council	October 2016 March 2017 February 2018	To receive OBC; draft BC and eliminate options to prepare for final decision on optimal model for TLCY services
Members Seminars	February 2016 June 2016 December 2016 June 2017	To discuss specifics around Governance; options appraisal and finance.
Anthony Collins Solicitors	Through various face to face and skype calls over period of project	To support the project team and give expert advice through the stages of this project
Other established Trusts	Aspire Social Care, Salford Aspire Leisure, Salford Vivacity, Peterborough Torfaen Leisure, Aneurin Leisure, Newport Live; Highlife Highland	As part of a reconnaissance exercise to glean information on the setting up of these trusts: processes undertaken; milestones achieved; learning; barriers and achievements made
Town and Community Councils	21 Community Councils and 5 Town Councils	To share potential models for TLCY services and the benefits/consequences. Overall responses were positive and in main supported an ADM model.
Trade Unions	Quarterly through JAG; informal TU/MCC mtgs/ specific TU/staff conferences/Project team mtgs specifically geared to discussions around future models for TLCY services	To share detail of each stage of the process and to give opportunity for queries to be raised and dealt with at the appropriate meeting level.
Local Access Forum	May 2017	To update and consult on the options for a new delivery model including for countryside access services which the forum noted.
PSB Sub groups	Quarterly throughout 2017/18	Creating an Active and Healthy Monmouthshire Partnership  Monmouthshire Environment Partnership

<b>Organisation/Consultees</b>	<b>Frequency of engagement</b>	<b>Purpose/Outcomes</b>
Staff within TLCY	4 conferences; 16 staff workshops (vision,; values; culture; customer journey); 19 service team meetings	To ensure staff are communicated appropriately and furnished with details at appropriate stages of the process; opportunity to ask questions; and be an integral part of the process