

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**



Date: 4 November 2020	Ref No: 316
Responsible Officer: Zilpha Lang – Leisure Operations Manager	
Title/Subject matter: Business Continuity Relating to COVID-19 or Lockdown 4 November 2020	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the council’s policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision a non-key decision (below £100,000, outside the MO definitions)	Yes
Is publication still required? (see guidance)	No
<p>Summary:</p> <p>Options considered:</p> <p>From the 20th March 2020 the entire leisure industry was closed on the instructions of Central Government as a nationwide control measure in response to the Covid-19 pandemic.</p> <p>On the 24th July 2020, as lockdown restrictions were eased, Bury Leisure re-opened its doors to the public.</p> <p>Since our phased re-opening in July we have welcomed over 91,000 visits to our facilities across a range of activities in clean, safe and regulated conditions.</p> <p>On Saturday 1st November 2020 the government announced an imminent second national lockdown, therefore from Thursday 5th November 2020 Bury Leisure will close for a for a second time to the general public and existing members with the following proposed exemptions within the new National</p>	

Restrictions from 5th November:

- Firstly the STA (Swimming Teachers Association) who is the national governing body in which we deliver our existing swimming framework have confirmed that education swimming lessons can continue. School swimming lessons organised as part of a school's normal national curriculum programme can continue as normal, in their own school pool or at their 'regular' local pool if that operator chooses to open for school swimming lessons only. For clarity a school is defined as "an educational institute, which is outside of the further education sector and the higher education sector and is an institute for providing primary and secondary education, or both. We would like to propose therefore that the leisure Centres remain partially open to be able to retain this provision for school swimming only. We have 7 schools booked in over the next four weeks which will generate approximately £4k. We wish to retain these schools so the children can fulfil their programme as there will be challenges rescheduling once reopened.
- Restart, persona's arm of day-care provision for adults based within Castle Leisure centre and support people with additional needs have requested permission to continue operating from Castle LC, this is in line with government guidance and support groups can continue.
- There is a requirement to freeze memberships for the duration of lockdown however we seek permission to develop a new online membership. Although we are working on a Facebook live only membership this will take a little time to establish. This membership category will allow access to our instructor led live classes only for the duration of lockdown and beyond for those members who have a nervousness about returning to a facility.

Over the four week planned closure we will also look to progress some key areas of work that are vital to ensure we build back better when we reopen in early December.

This work includes:

Substantive post holders will continue to attend work to support the following duties:



- 1. Deep Cleaning** – This period will allow us to thoroughly deep clean each centre. This will be really important in the first week and gives reassurance to members that we are still maintaining our centres to the highest standard.
- 2. Training** – This period will also provide an opportunity keep our staff training programme fully implemented.
- 3. Member Support** – We are aiming to call every live member. The support for these members now is even more important so our priority will be to call these loyal customers and see what support they require during the lockdown.
- 4. Virtual Programme** – Similar to the last lockdown we would look to kick-start an expanded programme for members.

- 5. Capital Programme** –allow us to progress more of this work and additional staff from across Leisure to help project manage the tasks.
- 6. Marketing** – We will use this time with some additional staffing to map out a through marketing plan for reopening so this is all on standby and ready to be launched.
- 7. Engagement with Leisure Non Returner Members** - There is an opportunity, whilst the facilities are unoccupied, to invite the non-returners – these are clients who held paid memberships with us prior to lockdown in March 2020, who have been too nervous to return, to attend the centre on an individual basis for a bespoke show round, to showcase the Covid19 measures we have put in place and give them confidence to return when we are allowed to re-open.

In summary Leisure Services wish to seek agreement to the following:

1. We continue to deliver education swimming lessons, as this is a life skill and forms part of the national curriculum.
2. We allow restart, an arm of persona to continue delivering adult day-care from castle LC.
3. Freeze memberships for the duration of the lockdown but develop a new online membership category which ensures we are charging for Facebook live classes, thus recouping some income during lockdown.
4. The leisure workforce remain active within the facility and perform essential duties and training – listed above - to ensure business development.

Decision: *[with reasons]*

Decision made by:	Signature:	Date:
Executive Director of Operations		05/11/2020
Assistant Director		05/11/2020
Members Consulted (if applicable) [see note 1 below]		
Cabinet Member	Cllr Simpson has been informed and consulted	04/11/2020
Lead Member		
Opposition Spokesperson		

Notes

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.