

Notes of the West Yorkshire Facility Management Group (FMG) on 24 January 2006 at the John Charles Centre for Sport, Leeds.

(actions in **bold**)

Present: Dean Wilkinson - WYS Stan Timmins - Wakefield Joe Baker - WYS
Ian Waller - Leeds Johnny Noble - Bradford

Apologies: Simon Toon - Kirklees Gary Byrnes - Calderdale John Coulton - Bradford

1. Facility Usage Reports

1.1 JB presented the latest facility throughput statistics. **JB to sort out consistent colour coding for the graphs.** LA facility reps to digest information and raise any queries.

1.2 Future meetings to be arranged so that there is sufficient time to enable JB to collect data from LAs and to circulate to facility managers in advance of meeting. **Meetings to be scheduled approximately 6 weeks after the 'quarter-end' deadline.**

1.3 Definitions for the data collection and reports proposed as:

- Total number of attendances (**Facility Managers to check with their departments whether this would include school swims**)
- Total number of casual swims
- Total number of junior swim lessons
- Total number of dry side attendances

1.4 **JB to confirm definitions with the PI Group and the data that they collate, especially what is included in 'dry-side'.**

2. CPA and 'Choice and Opportunity' scores

2.1 CPA summary presented by JB. **Facility Managers to feedback at next meeting on their LA proposals for addressing 'choice and opportunity'.**

3. Facility Staffing and Workforce Development

3.1 DW outlined workforce development process. Skills and training data is being collated from a workforce survey currently being carried out across Yorkshire. Information is also being collated from various sub-sectors (ie; facilities, volunteers, coaches and officials, professional sport development staff, sports clubs, education). **DW to get Facility Training Plans from each LA.**

3.2 LA facility reps discussed cross-boundary centre managers meeting. **To be discussed at next meeting. DW to review potential training needs / opportunities from LA training plans.**

4. Rates of pay

4.1 **DW to collate rates of pay for casual and contracted sports coaches / fitness instructors.**

4.2 Joint 'casual coach employment' workshop discussed for Facility/Sport Development/HR staff. **To be discussed at a future meeting.**

5. Any other business

5.1 Sponsorship – next meeting to be held at Leeds. **IW to arrange discussion with Surridges.**

5.2 **LA reps reminded to monitor and update Active Places data.**

5.3 Direct Debit collections – discussion had around benefits of direct debit processes. Various systems are in place across West Yorkshire. **Facility Managers to contact each other for additional information or site visits if necessary.**

5.4 JN outlined a successful 'Shokk Gym' pilot programme for 8 to 16 year olds in Keighley. For info go to www.shokk.co.uk.

6. Date of next meeting

2pm Tuesday 22nd May 2007 at South Leeds Stadium.

IW to arrange tour of the new swimming and diving complex.