

Meeting Notes of the West Yorkshire Facility Management Group (FMG) on 6 November 2006 @ West Yorkshire Sport

(actions in **bold**)

Present: Dean Wilkinson - WYS Stan Timmins - Wakefield
Ian Waller - Leeds Gary Byrnes - Calderdale
Simon Toon - Kirklees

Apologies: John Coulton – Bradford

Item 1 – Introductions

- DW outlined the strategic role of West Yorkshire Sport (WYS) in bringing partners together and the potential benefits of all or some of the local authority facility management reps benefiting from cross-boundary working. It was also pointed out that the FMG was currently local authority reps but could expand to include private and education sectors in the future.
- It was accepted that the underlying target for all partners is to increase participation and throughput.
- Each representative provided a verbal summary of their role and service.

Item 2 – 8

- The discussions touched on a range of facility issues around the set agenda items.
- Each rep provided a brief outline of their service and the current key issues, which highlighted some common challenges, such as:
 - Ageing facilities
 - External funding to maintain facilities
 - Major increases in utility costs
 - Recruitment / retention of quality staff
 - Trust opportunities
 - Links with sport development partners
 - Commercial training for receptionists
 - Equity training
 - Sponsorship
 - Employment law
 - Performance management
 - Membership drop-out after 9 to 12 mths
 - Membership pricing
 - Monthly / 'pay and play' monitoring
 - Rates of pay
 - 'Casuals' employment law
- **LA reps to complete the summary audit table (attached with the meeting notes).**
- **LA reps to forward rates of pay for fitness / aerobic instructors.**

Item 4 - Performance Indicators

- WYS provided an outline of a county Performance Management Group meeting, which it co-ordinates. This consists those local authority sport and recreation dept officers responsible for monitoring performance. WYS receives and collates facility throughput and usage figures for the WYS Chief Exec Group. However, the Exec Group does not appear to be doing anything with this so it was agreed that the usage reports need to be directed to the FMG to evaluate and where possible act on the information.
- **LA reps to look at existing data and reports and suggest additional data (attached).**
- **Future meetings to be arranged around a data collection/reporting timetable.**

Date of next meeting

- **DW to request agenda items prior to the meeting.**

2pm Wednesday 24th January 2007 @ John Charles Centre for Sport (South Leeds Stadium)