

Appendix 1

Leisure contract governance summary

STRATEGIC CONTRACT MONITORING

City Executive Board (Annual)

Attendees: Executive Board Members; Director of Community Services; Head of Community Services; Leisure & Performance Manager.

Purpose: To endorse Fusion Lifestyles Annual Service Plan for the management of Oxford leisure facilities.

Value & Performance Scrutiny (Annual)

Attendees: Scrutiny Committee members; Head of Community Services; Leisure & Performance Manager and the scrutiny panel.

Purpose: Council scrutiny of contract performance.

Council / Fusion Senior Management Meeting (Annual)

Attendees: Director of Community Services; Head of Community Services; Two Fusion Executive Directors.

Purpose: Strategic issues, problem solving, relationship management, business case approval for Salix projects.

Leisure Partnership Board (quarterly)

Attendees: Director of Community Services; Head of Community Services; Fusion Director, Regional, Divisional and Business Development Managers; Executive and Shadow Board Member for Leisure, Parks & Sport; Representatives from Public Health, Oxfordshire County Council, Customers, Older and Young People.

Purpose: Performance monitoring, Strategic planning, day to day issues, financial elements, (including annual fees and charges) and development opportunities.

OPERATIONAL CONTRACT MONITORING

Client Monitoring Meetings (monthly)

Attendees: Leisure & Performance Manager; Fusion's Divisional Manager
Optional: Executive Board Member for leisure, Parks and Sport; Head of Community Services; Active Communities Manager; Finance Business Partner; Fusion's Business Development Manager.

Purpose: Performance monitoring, planning and day to day issues.

Internal Finance Meetings (monthly)

Attendees: Leisure & Performance Manager and the service Financial Accountant

Purpose: Scrutinise the contract financial data.

Partnership Finance Meetings (Annual)

Attendees: Head of Community Services; Leisure & Performance Manager; Financial Accountant; Fusion's Director for

Purpose: Present Fusions audited accounts; Year-end finance review; agreeing Utilities adjustment and oxford living Wage contributions and future year baseline budget.

Client visits

Attendees: Leisure & Performance Management; Cross service Council Officers, Staff; Mystery Visitors.

Purpose: Operational visits measuring actual delivery against agreed Table of Standards

Programmes of external auditing

Various including elements for:

- Health & Safety
- Quality
- Customer relations
- Facility Management
- Industry benchmarking.