

SCHEDULE 1
Services Specification

Sheffield City Council

Services Specification – Schedule 1 of the Leisure Operating Contract

Sport and Leisure Service

Contract ref:

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1. Introduction

1.1 Background

1.1.1 This Services Specification sets out the required Standards for the operation of the Services and Facilities specified and Reporting Requirements that the Operator must meet during the Contract Period.

1.1.2 The structure of this Services Specification is set out as follows:

Section	Content
Paragraph 2 – General core requirements	<ul style="list-style-type: none">• Partnership philosophy and governance• Strategic objectives and their contribution to wider local strategic outcomes• Managing performance against strategic objectives• Facility management• Planned facility investments• National Centre for Sport and Exercise Medicine (NCSEM)• Active Communities Service• Quality management• Social value through local development• Annual Payment• Asset management• Utility costs• National non-domestic rates• Climate emergency
Paragraph 3 – Service requirements	<ul style="list-style-type: none">• Active Communities Service• Opening hours• Access• Customer care• Programming for all• Pricing• Staffing and skill development• Safeguarding• Equalities• Cleaning and housekeeping• Food and beverages• Community engagement and insight• Marketing and communication• Data and ICT management• Health and safety management• Major incident reporting
Paragraph 4 – Asset management	<ul style="list-style-type: none">• Asset management capital and revenue funding• Building maintenance

Section	Content
	<ul style="list-style-type: none"> • Maintenance and replacement of equipment • Grounds maintenance • Climate emergency, environmental, energy management • Legislation and policy • Water (hot and cold installations) • Drainage • Ventilation • Heating (thermal comfort) • Lighting • Pool water quality • CCTV and security
Paragraph 5 – Performance management and reporting	<ul style="list-style-type: none"> • Planning to improve (service planning) • Meetings and reporting

- 1.1.3 This Services Specification applies the following structure to each element of the Services described in Paragraph 3 – Service requirements, Paragraph 4 – Asset management and Paragraph 5 – Performance management and reporting:

Overall requirement	Provides the Operator with a high-level summary of the overall requirement for each element of the Services.
Performance standards	Provides a list of standards that set out the required level of performance that the Operator shall meet, and which will determine whether the Operator is meeting the requirements of the Authority. The Operator must meet these standards if the Services Specification is deemed to be achieved.
Reporting requirements	Provides details of the reporting requirements that the Operator shall meet in relation to each element of the Services.

1.2 Measurement

- 1.2.1 Monitoring of the Operator's performance shall be measured in accordance with Clause 19 (Performance Monitoring) of the Agreement. Monitoring of the Services and categorisation and reporting of Performance Failures shall be carried out in accordance with Schedule 5 (Payment and Performance Mechanism) of the Agreement.

1.3 Reporting

- 1.3.1 The Operator is obliged to report on its own performance in accordance with the Services Specification.

2. General core requirements

2.1 Introduction

- 2.1.1 This section sets out the general core requirements of the Services Specification. The general core requirement underpins the more specific requirements and standards for service delivery and asset management which are described in Paragraphs 3 and 4.

2.2 Partnership approach and governance

- 2.2.1 Sheffield City Council (the Authority) is seeking to establish a Partnership Approach with an Operator based on the following principles:

- > Mutual respect
- > Proactive collaboration and cooperation
- > A shared vision and operational philosophy
- > A shared commitment to improving community health and wellbeing - contributing to wider local outcomes
- > A shared commitment to increasing participation in sport and physical activity
- > Championing inclusivity in participation and in the workforce in the City, particularly amongst identified under-represented groups
- > Partnership working with key public, private and third sector organisations who use, or could use, sport, movement and / or physical activity to support local outcomes
- > A culture of test and learn and a proactive approach to identifying new opportunities to develop or enhance the Services
- > Effective and regular communication and reporting

- 2.2.2 The Operator shall commit to the partnership approach and recognise the importance of working collaboratively with the Authority in delivering the Services.

- 2.2.3 The partnership approach shall be upheld and governed through the establishment of a Strategic Partnership Board made up of key representatives from the Operator and Authority, as well as in accordance with the Partnering Charter set out in Schedule 26 of the contract.

- 2.2.4 The Strategic Partnership Board shall be established within one month of the Commencement Date and shall consist of the following representatives:

- > Elected Member Representatives (Authority)
- > Head of Service or Delegated Senior Representative (Authority)
- > Public Health Consultant / Representative (Authority)
- > NCSEM Representative(s)
- > Client Manager (Authority)
- > Managing Director (Operator)

- > Operations / Regional Director (Operator)
- > Contract Manager (Operator)

2.2.5 The Strategic Partnership Board shall be chaired by the Authority, meet quarterly and matters to be discussed shall include but not be limited to the following:

- > Progress on Annual Service Plan
- > Progress against strategic objectives and their contribution towards wider local strategic outcomes
- > Variations to contract and commissioning opportunities
- > Other matters of a strategic nature considered appropriate for discussion by the Board

2.2.6 Either the Operator or Authority, subject to the agreement of the other party, may invite appropriate third parties to attend the Strategic Partnership Board meetings to help the Board's understanding of a particular issue or decision.

2.2.7 The Operator shall also work closely in partnership with the Sheffield School Swimming Service to enable and support the delivery of their services within the Facilities and to improve levels of swimming attainment across the City. The Contract Manager shall sit on the School Swimming Steering Group for the City.

2.3 Strategic objectives and their contribution to wider local strategic outcomes

2.3.1 The Operator shall provide services which contribute to the following wider local strategic outcomes as set out in the Authority's Corporate Delivery Plan:

1. **Fair inclusive and empowered communities:** Sheffielders contribute to and shape the issues that matter to them in their communities and their city
2. **Strong and connective neighbourhoods which people are happy to call home:** Sheffielders live in clean, vibrant and caring communities where people feel safe and are treated with respect. More people have access to good homes, reliable transport, and the key local amenities they need to live their day-to-day lives.
3. **Tackling inequalities and supporting people through the cost-of-living crisis:** Sheffielders live in a city where inequality and discrimination are actively challenged, respect and diversity are valued, and we strive to make our economy and our city work better for everyone.
4. **Healthy lives and wellbeing for all:** Sheffielders all have the opportunity to lead long, health, active and happy lives and can connect to the right health and wellbeing support at the right time.
5. **Clean economic growth:** Sheffield seizes on the opportunity for clear, sustainable and inclusive growth and supports an innovative and creative city economy with thriving businesses and good jobs.
6. **Happy young people who have the start they need for the future they want:** young Sheffielders are happy, safe and have the opportunities they need to be fulfilled and reach their potential in a changing world.

- 2.3.2 The Authority has identified the following key strategic objectives for the Services to be delivered by the Operator which are designed to contribute to the Authority's wider local strategic outcomes and achievement of its draft Sport and Leisure Strategy (due to be launched 2023) and the [Move More Strategy 2021 - 2026 — Move More Sheffield](#):
1. To deliver high-quality, welcoming, inclusive and financially sustainable facilities and services that meet or exceed the required service standards and customer expectations.
 2. To increase participation in sport and physical activity and provide affordable access for all residents, particularly amongst inactive and less active groups and those at higher risk of experiencing health inequalities.
 3. To support the response to the Climate Emergency and minimise the impact of facilities and services on the environment, including taking positive action to encourage active travel.
 4. To support and deliver major events at the Facilities, working in partnership with the Authority, NGBs, sporting bodies and other organisations, whilst balancing events with community access.
 5. To work in partnership to deliver development pathways from beginner to elite level and support talented athletes from all backgrounds.
 6. To maximise participation opportunities through development and delivery of a balanced programme of activity across all Facilities in consultation with local communities and the Authority.
 7. To maximise participation opportunities through development and delivery of outreach activity within community spaces and the City's outdoor assets and green spaces in consultation with local communities and the Authority.
 8. To deliver increased levels of participation in physical activity amongst children and young residents in the City.
 9. To improve levels of swimming attainment amongst children and young residents across the City.
 10. Design and deliver services with a targeted approach to improving the health and wellbeing of local residents.
 11. Develop strong and positive partnerships to contribute to the reduction of health inequalities across the City.
- 2.3.3 Inactive groups and those at higher risk of experiencing health inequalities currently include the following, although it is acknowledged that this may change over the Contract Period and should be kept under review:
- > People with long-term health conditions
 - > Ethnically diverse communities
 - > Women and girls
 - > Children and young people
 - > Older people
 - > Lower socio-economic groups.

2.3.4 It is recognised that over the Contract Period the strategic objectives may require updating or replacing in accordance with changing priorities and local need. The Authority and the Operator will review strategic objectives at Strategic Partnership Board meetings and, if necessary, refresh objectives in line with learning from within or beyond the contract and evolving local need. The review will be linked to reviews the annual plans and reports set out in Paragraph 5.

2.4 Managing performance against strategic objectives

2.4.1 The Operator is required to deliver the Services to contribute towards local strategic outcomes and meet the Authority's strategic objectives. This should be demonstrated through a range of qualitative and quantitative measures as set out in this and subsequent paragraphs.

2.4.2 The performance indicators shown in Table 1 and Table 2 are designed to help measure the Operator's performance against the Authority's strategic objectives. The Operator must ensure it collects information to enable it to measure the performance indicators in Table 1 and Table 2 using up to date ICT and innovative data collection methods. The Operator is expected to manage performance and strive towards delivering the performance indicator targets.

2.4.3 During the term of the Agreement, the Authority, through discussion with the Operator, may consider the use of alternative performance indicators that measure performance in a more effective or efficient way, taking advantage of any advances in technology or innovation in data collection methods.

2.4.4 In the event that performance information was not collected in this way under the previous management arrangements, the first year of the Agreement will be a baselining exercise. All subsequent years will involve setting targets through a collaborative annual service planning process in partnership with the Authority. The Operator will be expected to draw from national data sources to assist in establishing initial targets.

2.4.5 The Operator shall be required to work in partnership with the Authority to review the performance indicators on at least an annual basis and respond to any reasonable requests from the Authority for these to be amended to better reflect any changes to the Authority's strategic objectives for the service.

Table 1: Core Measures

KPI	Description*	Source	Time Period	Analysis
Total members	Total number of members by facility	Leisure management system feed	Monthly breakdown Last quarter vs same quarter previous year	Numbers % change
Total casuals	Total estimated number of unique casual visitors by facility	Leisure management system feed / Proxies for unique participant equivalent calculation	Monthly breakdown Last quarter vs same quarter previous year	Numbers % change

KPI	Description*	Source	Time Period	Analysis
Baseline activity level (active days – at least 30 minutes of moderate intensive exercise - per week) <ul style="list-style-type: none"> • 0 days • 1 days • 2 days • 3 days • 4 days • 5 days • 6 days • 7 days 	Total members and unique casual visitors (where available) by baseline activity level at registration	Leisure management system feed	Monthly breakdown Last quarter vs same quarter previous year	Numbers
Frequency of activity: <ul style="list-style-type: none"> • inactive (less than 30 mins per week) • fairly active (30 mins – 149 mins per week) • active (150 mins or more per week) 	Total members and unique casual visitors (where available) by frequency of activity at registration	Leisure management system feed	Monthly breakdown Last quarter vs same quarter previous year	Numbers
Gender breakdown: <ul style="list-style-type: none"> • Male • Female • other 	Total number of members and casual visitors (participants) and visits (throughput) by facility split by gender category	Leisure management system feed	Monthly breakdown Last quarter vs same quarter previous year	Vs Local catchment (20 minute drive time) – numbers and %
Age breakdown: <ul style="list-style-type: none"> • 0 – 4 • 5 – 11 • 12 – 15 • 16 - 18 • 19 – 24 • 25 – 34 • 35 – 44 • 45 – 54 • 55 – 64 • 65 – 74 • 75 – 84 	Total number of members and casual visitors (participants) and visits (throughput) by facility split by age category	Leisure management system feed	Monthly breakdown Last quarter vs same quarter previous year	Vs Local catchment (20-minute drive time) – numbers and %

KPI	Description*	Source	Time Period	Analysis
<ul style="list-style-type: none"> 85+ 				
Ethnicity breakdown: <ul style="list-style-type: none"> White British Other White Background Asian or Asian British Other Asian Background Black or Black British Black or Black British Other Other Ethnic Group Mixed / Multiple Heritage Other Mixed Background 	Total number of members and casual visitors (participants) and visits (throughput) by facility split by ethnicity	Leisure management system feed	Monthly breakdown Last quarter vs same quarter previous year	Vs Local catchment (20-minute drive time) – numbers and %
Long term (12-months or more) health conditions, impairment or illnesses: <ul style="list-style-type: none"> Long term pain Chronic health condition Mobility Dexterity Mental health Visual Breathing Memory Hearing Learning Speech Social or behavioural Other None of these Prefer not to say 	Total number of members and casual visitors (participants) and visits (throughput) with a long-term health condition, impairment or illness by facility	Leisure management system feed	Monthly breakdown Last quarter vs same quarter previous year	Numbers and %
Socio-economic status (using	Total number of members and casual visitors	Leisure management system feed	Monthly breakdown	Numbers and %

KPI	Description*	Source	Time Period	Analysis
postcode data and IMD 1-10)	(participants) and visits (throughput) by facility split by IMD decile		Last quarter vs same quarter previous year	
Occupancy levels for coached activities	Occupancy levels for each coached activity programme offered	Leisure management system feed	Monthly breakdown Last quarter vs same quarter previous year	% occupancy
Total throughput by activity (shown below)	Total number of visits to each facility including by members and casuals split by type of activity	Leisure management system feed	Monthly breakdown Last quarter vs same quarter previous year	Numbers and %
<ul style="list-style-type: none">• Athletics• Fitness (Gym)• Group workout• Swimming lessons• Swimming or other pool-based activity• Badminton• Martial arts• Ice skating• Indoor football		<ul style="list-style-type: none">• Gymnastics• Basketball• Volleyball• Table tennis• Tennis• Other indoor activity• Other outdoor activity• Spectator• Another type of activity (non-sporting)• Active Communities Service sessions (by activity type)		
<ul style="list-style-type: none">• * Please note: data should include Active Communities Service activity, with the service treated as another “facility”				

Table 2: Performance indicators against strategic objectives

Strategic Objective	Performance Indicators
1. To deliver high-quality, welcoming, inclusive and financially sustainable Facilities and services that meet or exceed the required service standards and customer expectations.	<p>PI 1.1</p> <p>Customer and partner satisfaction indicators captured through an on-going monthly rolling programming e.g. Net Promoter Score (NPS):</p> <ul style="list-style-type: none"> a. Overall service b. Staff / coaches c. Access and parking d. Facilities / Maintenance e. Catering f. Cleanliness g. Changing rooms

Strategic Objective	Performance Indicators
	<p data-bbox="916 253 1155 282">h. Value for money</p> <p data-bbox="879 327 1422 495">PI 1.2 Quest / Quest Plus / Quest Stretch scores for Facilities and Active Communities Service. Minimum score of Good or above for all assessments.</p> <p data-bbox="879 539 1422 640">PI 1.3 Customer retention data – memberships and coaching / lesson courses</p> <p data-bbox="879 685 1390 786">PI 1.4 ISO certification / compliance with Quality Management System</p> <p data-bbox="879 831 1118 893">PI 1.5 Mystery Visit scores</p> <p data-bbox="879 938 1434 1072">PI 1.6 Demographic analysis of users compared with the whole population of Sheffield – representation</p> <p data-bbox="879 1117 1278 1180">PI 1.7 Subsidy / surplus per unique visit</p> <p data-bbox="879 1225 1406 1326">PI 1.8 Total income vs total expenditure (surplus / deficit)</p> <p data-bbox="879 1370 1390 1471">PI 1.9 Delivery of PPM and lifecycle replacement schedules</p> <p data-bbox="879 1516 1378 1617">PI 1.10 Target scores on maintenance / statutory compliance audits</p> <p data-bbox="879 1662 1426 1762">PI 1.11 Target scores on rectification of maintenance defects</p> <p data-bbox="879 1807 1374 1870">PI 1.12 Target scores on health and safety audits</p>
<p data-bbox="284 1877 799 2018">2. To increase participation in sport and physical activity and provide affordable access for all residents, particularly amongst inactive and less active groups</p>	<p data-bbox="879 1877 1437 2018">PI 2.1 Number of unique participants participating in Facilities and outreach programmes per week as a percentage of the total in the City:</p>

Strategic Objective	Performance Indicators
<p>and those at higher risk of experiencing health inequalities.</p>	<ul style="list-style-type: none"> a. At least once a week b. At least twice a week c. At least three times a week <p>Split by:</p> <ul style="list-style-type: none"> > Age groups (16+) <ul style="list-style-type: none"> • 16 – 24 • 25 – 34 • 35 – 44 • 45 – 54 • 55 – 64 • 65 – 74 • 75 – 84 • 85+ > Socio-economic status (IMD 1-10 based on resident postcode) <p>PI 2.2 Number of and Proportion of unique participants accessing Facilities / Services on concession rates</p> <p>PI 2.3 Number of unique participants from identified groups* participating in Facilities and outreach programmes per week as a percentage of the total in the City:</p> <ul style="list-style-type: none"> a. At least once a week d. At least twice a week e. At least three times a week <p>* Groups to be identified in consultation with the Authority and reviewed on an annual basis. Initially to include:</p> <ul style="list-style-type: none"> i. Disabled adults and children ii. Adults with long term health conditions iii. Over 65's iv. Ethnically diverse communities v. Adults and children resident in postcodes with IMD rank 1-3 vi. LGBTQIA+
<p>3. To support the response to the Climate Emergency and minimise the impact of Facilities and services on the environment, including taking steps to encourage active travel.</p>	<p>PI 3.1 Percentage target reduction in annual energy and water consumption</p> <p>PI 3.2 Percentage target increase in recycling rate / reduction of non-recycled waste</p>

Strategic Objective	Performance Indicators
	<p>PI 3.3 Environmental standard 14001:2015 accreditation (or similar)</p> <p>PI 3.4 Implementation of Environmental and Energy Management Plan (in place by Service Commencement Date and updated annually)</p> <p>PI 3.5 Number of staff that have environmental management and awareness training or equivalent</p> <p>PI 3.6 Carbon emissions by Facility (annual reductions)</p> <p>PI 3.7 Maintenance of a Green Travel Plan</p> <p>PI 3.8 Proportion of journeys to Facilities made using a form of active travel</p>
<p>4. To support and deliver major events at the Facilities, working in partnership with the Authority , NGBs, sporting bodies and other organisations, whilst balancing events with community access.</p>	<p>PI 4.1 Number of event days hosted by Facility</p> <p>PI 4.2 Number of unique partners / organisations using the Facilities for events</p> <p>PI 4.3 Partner / event hirer satisfaction scores (post event feedback surveys)</p> <p>PI 4.4 Number of community access hours accommodate events)</p>
<p>5. To working in partnership to deliver development pathways from beginner to elite level and support talented athletes from all backgrounds.</p>	<p>PI 5.1 Total number of participants in coaching / lessons delivered by the Operator</p> <p>PI 5.2 Number of unique participants in Operator-run coaching / lessons per week, split by (see Table 1):</p> <p>a. Gender</p>

Strategic Objective	Performance Indicators
	<p>b. Age c. Ethnic background d. Socio-economic status</p> <p>PI 5.3 Number of coaching / lessons / sports development hours delivered in Facilities by other organisations and partners (by Facility)</p>
<p>6. To maximise participation opportunities through development and delivery of a balanced programme of activity across all Facilities in consultation with local communities and the Authority.</p>	<p>PI 6.1 Number of unique customer / community engagements on programming through customer / community engagement exercises (annually) – to be split by type of engagement (e.g. forums / focus groups, surveys, social media etc.)</p> <p>PI 6.2 Regular review and update of Programmes of Use for approval by Authority (at least annual)</p> <p>PI 6.3 Customer satisfaction levels relating to programming / availability of activities</p>
<p>7. To maximise participation opportunities through development and delivery of a balanced programme of outreach activity within community spaces and the City's outdoor assets and green spaces in consultation with local communities and the Authority.</p>	<p>PI 7.1 Number of unique customer / community engagements on outreach programming through customer / community engagement exercises (annually)</p> <p>PI 7.2 Number of unique activity types delivered or supported through the Active Communities Service</p> <p>PI 7.3 Total number of sessions delivered or supported in community settings through the Active Communities Service</p> <p>PI 7.4 Customer satisfaction levels relating to programming / availability of activities</p> <p>PI 7.5 Regular review and update of Active Communities Plan for approval by Authority (at least annual)</p>

Strategic Objective	Performance Indicators
	<p>PI 7.6 Number of programmed sessions delivered or supported in outdoor settings / green spaces (excluding regular golf activities and use of outdoor pitches / tennis courts at Facilities)</p> <p>PI 7.7 Number of unique participants taking part in programmed sessions delivered or supported in outdoor settings / green spaces (excluding regular golf activities and use of outdoor pitches / tennis courts at Facilities)</p>
<p>8. To deliver increased levels of participation in physical activity amongst children and young residents in the City.</p>	<p>PI 8.1 Number of unique participants aged under 16 participating in Facilities and outreach programmes per week as a percentage of the total in the City (split by age groups - see Table 1):</p> <ul style="list-style-type: none"> a. At least once a week b. At least twice a week c. At least three times a week
<p>9. To improve levels of swimming attainment amongst children and young residents across the City.</p>	<p>PI 9.1 Percentage of children achieving KS2 national curriculum standard (for info only – not part of performance management)</p> <p>PI 9.2 Number of children identified by Sheffield School Swimming Service at risk of not meeting KS2 standard engaged in targeted swimming intervention</p> <p>PI 9.3 Number of under 11s (unique participants) in operator-run swimming lesson programme</p>
<p>10. Design and deliver services with a targeted approach to improving the health and wellbeing of local residents.</p>	<p>PI 10.1 Number of participants participating at least once a week in:</p> <ul style="list-style-type: none"> a. Exercise on referral b. Weight management sessions c. Sessions for falls prevention, rehabilitation and management d. Clinical and high-risk referral e. Sessions targeted for mental health and wellbeing

Strategic Objective	Performance Indicators
	PI 10.2 Percentage of session participants (10.1) that transition into Members
11. Develop strong and positive partnerships to contribute to the reduction of health inequalities across the City.	<p>PI 11.1 Number of sessions delivered or hosted through partnership with health and social care partners</p> <p>PI 11.2 Operator engagement with health and social care related networks</p> <p>PI 11.3 Current relationships with health and social care partners to support signposting of services</p> <p>PI 11.4 Number of participants engaged through social prescribing</p>

- 2.4.6 The Operator will work with the Authority during Year 1 of the Agreement to develop baseline information on the above performance indicators that will be used to set targets for Year 2 and thereafter of the Agreement.
- 2.4.7 An Annual Service Plan and associated development plans shall be provided to the Authority for approval one month prior to the Service Commencement Date and one week prior to the Annual Service Plan Workshop in each subsequent Contract Year.
- 2.4.8 The Operator must provide a Quarterly Performance Report and detailed Annual Service Report containing qualitative and quantitative evidence of how the Operator is delivering the Authority's strategic objectives for the service and contributing to wider local strategic outcomes.
- 2.4.9 The Annual Service Report must highlight any of the Authority's strategic objectives that the Operator has not contributed towards delivering and provide an annual action plan for the following year to address any shortcomings or missed targets. It should also highlight any additional objectives it has achieved in addition to those required by the Authority.
- Facility Management**
- 2.4.10 Table 3 below shows the Facilities that are included in the Agreement which are to be managed by the Operator in accordance with this Services Specification.

Table 3: Outline of Facilities

Ponds Forge International Sports Centre (from 1 January 2025)			
Current centre opening times	Area	Monday to Friday	Weekend
	Dry side activities	8am – 9pm	8am – 6pm
	Health & Fitness facilities	6am – 9pm	8am – 6pm

Ponds Forge International Sports Centre (from 1 January 2025)			
	Main pool	6am – 8:30pm	8am – 4pm
	Teaching pool	6am – 9pm	8am – 4pm
	Leisure pool	n/a	10:30am – 5pm
<p>Ponds Forge International Sports Centre first opening in 1991 for the World Student Games and has remained a world class venue for swimming, diving and many other sporting events ever since. Ponds Forge is now a distinguished sport and leisure complex which covers 6.7 acres, as well as a reputable health and fitness centre serving the community of Sheffield.</p> <p>A world class venue at the heart of the community, Ponds Forge has fantastic Facilities for sport, leisure and entertainment. Located in Sheffield City Centre, Ponds Forge attracts more than 1.3 million visits a year, with an Olympic-size swimming and deepest diving pool in the UK with seating for 2,600 spectators, and the International Sports Hall, which is the largest and most flexible events space in the whole of Sheffield.</p> <p>The centre offers a diverse choice of activities including gym, spa, children’s activities, two swimming pool and a diving pool which is home to some of the GB diving squad. The International Sports Hall is suitable for sporting and non-sporting activities.</p>			
Facilities			
Competition Pool	50m length x 25m width / shallow end – 0-2m (moveable floor at either end), deep end (middle of the pool) 3m		
Pods (created using x 2 moveable bulkheads within competition pool)	25m length x 8m width / 0-2m depth (moveable floor)		
Diving Pit	16m length x 25m width / 5.8m constant depth		
Leisure pool	25m length x 8m width / shallow end 1m, deep end 1.5m		
Sports hall	10 badminton courts – 38m x 40m for badminton, boccia and table tennis 2 sides for basketball, volleyball, netball and 5 a side 38m x 40m		
Spa	Sauna / Steam		
Fitness suite (gym)	1,250 sqm gym with 140 stations		
Exercise / Dance studios	2 studios		
Trampoline area	Trampoline area in Atrium		
Skyline suite	10m x 30m		
Meeting / Conference rooms	3 meeting rooms: Meeting room 1 – 4m x 10m Meeting room 2 – 5m x 10m Meeting room 3 – 4m x 10m		
Ancillary Facilities e.g., Café / Bar	Café / VIP Bar		

Ponds Forge International Sports Centre (from 1 January 2025)	
Dry changing rooms	Male, female, 1x private male and 1x private female
Wet changing rooms	Male members, female members, male comp, female comp, male leisure, female leisure, male group, and female group
Car parking	403 standard, 22 disabled Parking charges set and income retained by Operator > Up to 10 minutes – Free > Up to 2 hours - £2.00 > Up to 4 hours - £4.20 > Up to 6 hours - £5.70 > Up to 12 hours - £10.20 > Up to 24 hours - £14.20 > Disabled badge holders – Free (Please ensure you input your car registration details at reception on arrival) > Overnight (9.00pm - 8.00am) - £5.00
Other	Foyer Reception Lower Reception Dedicated toilets for each area of the building First aid rooms 1x wet and 1x dry 2x defibrillator locations, Duty Office and Lower Reception Office space and store cupboard for exclusive use by Sheffield School Swimming Service Spin studio in gym

English Institute of Sport Sheffield (from 1 January 2025)			
Current centre opening times	Area	Monday to Friday	Weekend
	All Facilities	6:30am – 10pm	7am – 9pm (9am – 5pm on non-event weekends)
	Main cafe	Open for events on an ad hoc basis	
	Diner (coffee bar)	Mon – Thurs: 2:30pm – 7:30pm Fri: closed	Sat: 9am – 2pm Sun: closed
<p>The English Institute of Sport Sheffield is a multi-sport facility. Its main feature is a 200m indoor track, but it also hosts several other sporting areas as well as a large gym and extensive sports medicine Facilities. The facility is the training venue of choice for a number of sports including athletics, basketball, boxing, fencing, futsal, judo, netball, table tennis and volleyball. The EISS Sheffield was used by British Athletics to train for the 2012 Summer Olympics. In February 2015, it was announced that the EISS would be incorporated into the Olympic Legacy Park on the site of the old Don Valley Stadium.</p>			
Facilities			
Basketball hall	4-court sports hall which can accommodate badminton, netball, basketball and futsal		
Badminton hall	3 badminton courts		

English Institute of Sport Sheffield (from 1 January 2025)	
Table tennis hall	3-court hall used for table tennis, badminton and volleyball (1 court)
Netball hall	12-court sports hall used primarily for netball (3 courts), and which can also accommodate basketball, volleyball and futsal
Boxing hall	Boxing hall used exclusively by GB Boxing
Athletics area	Indoor 200m track area with 2x pole vault, 2 x high jump, shot circles, back spring straight and 2 x long jump. Includes spectator seating
Fitness suite (gym)	2 gyms with 114 stations including 42 pieces of cardio equipment
Exercise / dance studios	<ul style="list-style-type: none"> > 1 exercise studio (capacity c. 15 people) > 1 spin studio (capacity 18 people)
Conference rooms	<ul style="list-style-type: none"> > Phoenix room > Athletes lounge > 3 x seminar rooms (can be combined to create 1 room with capacity of 100+)
Changing rooms	7 changing areas including 2 x gym, 2 x reception, 2 x school changing and 1 versatile changing area. Plus 2 x officials / accessible changing rooms
Car parking	160 spaces plus 15 disabled spaces. Can be extended on event days to house an additional c. 50 spaces. Parking charges set and income retained by operator. <ul style="list-style-type: none"> > Free parking for customers > Event parking charged at £5 per vehicle

Ice Sheffield (from 1 January 2025)			
Current centre opening times	Area	Monday to Friday	Weekend
	Ice pads	6am – 1am	6am – 1am
Ice Sheffield has two Olympic-size ice rinks and seating for 1,500 people. Elite skaters and Olympic hopefuls based at the University train at the facility which also regularly hosts training and (when Arena not available) home games for the Sheffield Steelers ice hockey team.			
Facilities			
Ice rinks	2 x Olympic size (60m x 30m) ice pads		
Spectator seating	Seating for 1,498 on Pad 1 Seating for 200 on Pad 2		
Conference rooms	Glacier suite – capacity for 100 people Boardroom – capacity for 20 people		
Ancillary Facilities	Core bar – 100 covers, capacity for 200 people Cool fuel – 40 covers, part of rink side seating		
Dry changing rooms	8 changing rooms		
Car parking	300 main car park 120 overspill 15 blue badge		

Ice Sheffield (from 1 January 2025)	
	Parking charges set and income retained by operator > Free parking on non-event days > £5 parking charge on event days
Other	On site shop (Ice Locker) 45 toilet cubicles across 3 sets of male / female toilets. 4-point reception desk

Hillsborough Leisure Centre (from 1 January 2025)			
Current centre opening times	Area	Monday to Friday	Weekend
	Dry side activities	6am – 10pm	8am – 6pm
	Health & Fitness Facilities	Monday – Thursday 5:30am – 10pm Fridays – 5:30am – 9pm	8am – 4pm
	Main pool	5:30am – 9pm	9am – 5:30 pm
	Café (poolside)	3:30 pm – 7pm	8am – 4pm
	Café (reception)	9am – 3:30pm	Sat – 9am – 2pm Sun - closed
	<p>Hillsborough Leisure Centre opened in 1991, one of four venues built for the World Student Games. The facility delivers an extensive health and fitness programme which includes an established exercise referral scheme and strong links with the NHS to deliver their Physio Works programme.</p> <p>The centre also hosts an extensive coached activity programme which includes swimming lessons, gymnastics and trampolining. A programme of 86 instructor-led fitness / exercise classes are delivered per week to cater for members and casual users.</p>		
Facilities			
Leisure pool	20m length x 20m width / shallow end 0m, deep end 1.9m		
Teaching pool	20m length x 11.8m width / 0 – 2m depth (moveable floor). Floor can be adjusted at both ends and the centre to provide varying configurations (differential between sections must not exceed 0.5m)		
Sports hall	6 courts – divided in 2 sides Side 1: gymnastics and trampolining with 6 trampolines and 9 gymnastics stations Side 2 – 3 badminton courts used for badminton, indoor football, futsal, netball etc.		
Spa	<ul style="list-style-type: none">> Sauna> Steam room> Relaxation area> Treatment rooms x 2 (not currently in use)		
Fitness suite (gym)	103 stations		

Hillsborough Leisure Centre (from 1 January 2025)	
Exercise / dance studios	<ul style="list-style-type: none"> > Studio 1 – 5.48m x 14.25m – maximum capacity 15 > Studio 2 – 11.94m x 14.23m – maximum capacity 35 > Spin studio – 5.33m x 9.63m – maximum capacity 24
Ancillary Facilities	<ul style="list-style-type: none"> > Café (next to pool) – 36 covers > Café (reception) – 20 covers
Dry changing rooms	<p>Male & Female dry change areas located on the ground floor, both with accessible toilet facilities.</p> <p>Male & Female members changing facilities, located on the first floor, both have disabled toilet/ changing facilities</p> <p>Accessible changing facilities located on the ground floor next to the catering area</p>
Wet changing rooms	<p>Changing village with:</p> <ul style="list-style-type: none"> > 15 changing cubicles > 4 family cubicles > 2 group / school change > 1 accessible changing area
Meeting / Conference / Party rooms	<p>Meeting room 1: 9.88m x 5.52m</p> <p>Gallery suite – 6.71m x 4.65m</p> <p>Party room – 3.34m x 8.85m</p>
Car parking	<p>198 standard bays</p> <p>7 disabled bays</p>
Other	<p>Main Reception area x3 serving station, which includes one accessible serving station</p> <p>Sports Hall Store (12.09m x 5.41m)</p> <p>1st Aid room (5.86m x 3.59m) - located next to the teaching pool, incorporates shower and toilet facilities.</p> <p>6 Offices located around the building, varying in size and shape.</p> <p>Male, Female and Accessible toilets located in the following areas:</p> <ul style="list-style-type: none"> > Main Reception (Male, female and accessible) > Wet Changing Village (Male, female and accessible) > Beach café area (Male, female and accessible) > First floor landing (Male, female & accessible)

Concord Sports Centre (from 1 January 2025)			
Current centre opening times	Area	Monday to Friday	Weekend
	Health and fitness Facilities / Dry side activities	7am – 9pm	8am – 4pm

Concord Sports Centre (from 1 January 2025)			
	Main Pool	6:45am – 9pm	Sat 7:15am – 4pm Sun 7:45am – 4pm
	Spa	9am – 9pm	8am – 4pm
	Café	9:30am – 7pm	Sat 8am – 4pm Sun 9am – 4pm
<p>Concord Sports Centre is a large and busy multi-purpose facility which was officially opened on 1 November 1975. Concord Sports Centre offers a wide range of health and fitness activities as well as housing one of the three NCSEM Centres in Sheffield. A range of co-located health and wellbeing services are offered on-site.</p> <p>Concord is situated within a large open access green space, which includes publicly accessible grass football pitches managed by the Authority and tennis courts that are leased to a third party.</p>			
Facilities			
Main pool	25m length x 12.5m width / shallow end 1m, deep end 1.5m		
Teaching pool	12m length x 7m width / shallow end 0.6m, deep end 0.9m		
Main sports hall	36.5m x 32m Configurations include: > 1 basketball court > 10 badminton courts > 2 netball courts > 2 futsal courts > 2 volleyball courts > 2 5-a-side courts		
Lower sports hall	36m x 17m Can be used for indoor bowls with 3 x indoor matts		
Spa	Sauna / Steam room		
Fitness suite (gym)	52 stations plus free weights, stretching and functional areas Second wellness centre for specific groups – 12 stations		
Exercise / dance studios	1 studio – 10m x 12m Current programme of 52 classes per week		
Outdoor synthetic pitches	1 floodlit 3G 7 / 11 a side pitch		
Squash courts	3		
Ancillary Facilities	Café 2 x main reception points		
Meeting / conference rooms	Continental suite 12m x 10m Meeting room 5m x 6m		

Concord Sports Centre (from 1 January 2025)	
Multi-sensory rooms	3 rooms providing sensory experience and relaxation
Dry changing rooms	Male and female designated changing rooms and associated shower and toilet provision. Separate accessible changing room with a mobile hoist.
Wet changing rooms	48 cubicles mixed gender, separate toilets, and shower provision. Accessible changing room servicing the area with direct access to the poolside.
Car parking	350 free space – 10 designated disabled bays
Other	NCSEM operating in partnership with Sheffield Teaching hospitals – 8 clinic rooms

Springs Leisure Centre (1 January 2025)			
Current centre opening times	Area	Monday to Friday	Weekend
	Dry side activities	9am – 9pm	8:30am – 3pm
	Health and Fitness Facilities	8:30am – 9pm	8:30am – 3pm
	Main pool	Varied timetable	
<p>Springs Leisure Centre was built in the mid-60s as a standalone school pool. In 1985 a sports hall was added, and a gym and dance studio extension completed in the early 1990s. The venue was further extended in 2000 to allow for the addition of ancillary areas, accessible changing rooms and training room and foyer.</p> <p>The Centre sits adjacent to Springs Academy Secondary School who manages 3G pitches, sports hall and netball courts that are open to the community for hire.</p>			
Facilities			
Main Swimming Pool	20m length x 8m width / shallow end 1m, deep end 1.5m		
Sports hall	17m x 32m 4 badminton courts		
Fitness suite (gym)	37 stations plus free weights area		
Exercise / dance studio	1 studio 11.7m x 17.7m Current programme of 28 classes per week		
Dry changing rooms	Male and female dry changing rooms with showers and toilets		
Wet changing rooms	Male and female wet changing rooms with showers and toilets. A separate accessible toilet is available		
Car parking	100 spaces – 5 disabled bays. Car park free to use for users of the venue		
Other	Main reception area offers resale of sporting goods etc.		

Heeley Pool and Gym (from 1 January 2025)			
Current centre opening times	Area	Monday to Friday	Weekend
	Health and Fitness Facilities	Monday – Thursday 7:30am – 9pm Friday 7:30am – 8:45pm	7am – 4pm
	Main pool	7:30am – 9pm	8am – 4pm
Built in 1909 with the focus of providing statutory provision for the community as a wash house, Heeley pool is a 25-yard heritage pool. A recent modernisation included new changing cubicles and re-roofing sensitive to the building and the installation of a new gym within the old Sauna area. The venue is a historic focal point for multiple generations within the area.			
Facilities			
Main swimming pool	22m length x 9m width / shallow end 1m, deep end 2m		
Fitness suite (gym)	28 stations and a free weight and stretching area		
Meeting room	5m x 4m		
Dry changing rooms	Male and female changing rooms with showers and toilets		
Wet changing rooms	Male and female changing rooms accessible from poolside with showers and toilets. Changing cubicles on poolside		
Car parking	Free parking – 30 spaces with 2 disable parking bays		
Other	Main reception includes resale items, seating area and drink vending service		

Beauchief Golf Course (from 1 January 2025)			
Current centre opening times	Area	Monday to Friday	Weekend
	Golf course	Summer – 7:30am – 7pm Winter – 8am – 3pm	Summer – 6:30am – 6pm Winter – 8am – 3pm
	Clubhouse	Summer – 9am – 6pm Winter 10am – 4pm	Summer – 8am – 5pm Winter – 8am – 4pm
Set in the grounds of the 11 th Century Beauchief Abbey, the golf club has been located at the Site since 1925 with the existing clubhouse built in 1935. The 18-hole par 67 golf course is located in the south west of the City with views to the Peak District. Facilities include a clubhouse and pro shop.			
Facilities / Services			
Course	18-hole course – par 67, 5,606 yards		
Golf lessons	Delivered by resident professional team and contractor		
Golf membership	5-day, 7-day, 7-day junior and 20-round (M-F only) memberships available		
Club membership	Paid separately to the Beauchief Golf Club		

Beauchief Golf Course (from 1 January 2025)	
Changing Facilities	Male and female changing rooms with toilets, both with accessible facilities
Ancillary Facilities (clubhouse)	Full licensed clubhouse with bar and catering facilities and Function room – maximum of 45 for sit-down meals and 80 for buffet functions including use of function room Pro shop
Car parking	100 spaces including 2 disabled bays. Free parking
Other	Grounds maintenance sheds – temporary storage containers in car park. Planning permission to lapse prior to 1 January 2025. First floor flat above part of the clubhouse (sub-let by operator).

Birley Wood Golf Course (from 1 January 2025)			
Current centre opening times	Area	Monday to Friday	Weekend
	Golf course	Summer – 7:30am - 7pm Winter – 8am – 3pm	Summer - 6:30am – 6pm Winter – 8am – 3pm
Located on a plateau of one of Sheffield's seven hills, the course offers views of the city and play a part in the earliest days of Masters winner Danny Willett's golf career. A pub, The Fairway, located adjacent to the course (under separate management) is used as the clubhouse. Changing rooms and a pro shop are located by the first tee.			
Facilities / Services			
Course	18-hole course – par 69, 5,973 yards		
Golf lessons	Delivered by resident professional team and contractor		
Golf membership	5-day, 7-day, 7-day junior and 20-round (M-F only) memberships available		
Club membership	Paid separately to the Birley Wood Golf Club		
Changing Facilities	Male and female – limited disabled access		
Ancillary Facilities	Pro shop Small meeting room (seats 30 in theatre layout) Grounds maintenance sheds – temporary storage contained. Planning permission has lapsed		
Car parking	Unmarked car park – can accommodate approximate 40 vehicles		

Tinsley Park Golf Course (from 1 January 2025)			
Current centre opening times	Area	Monday to Friday	Weekend
	Golf course and clubhouse	Summer – 7:30am - 7pm Winter – 8am – 3pm	Summer - 6:30am – 6pm Winter – 8am – 3pm

Tinsley Park Golf Course (from 1 January 2025)		
	Meeting room and café space / catering facilities	Currently temporarily closed
<p>A hilly 18-hole par 70 course located in High Hazels park, Tinsley Golf Course opened in 1920 with a 9-hole course, it was extended to a full 18-hole course in 1921.</p> <p>The catering facilities in the Clubhouse have remained closed following the Covid 19 pandemic, however the opportunity is available for bidders to re-establish this provision.</p>		
Facilities / Services		
Course	18-hole course – par 70, 6,140 yards	
Golf lessons	Delivered by resident professional team and contractor	
Golf membership	5-day, 7-day, 7-day junior and 20-round (M-F only) memberships available	
Club membership	Paid separately to the Birley Wood Golf Club	
Changing Facilities	Male and female (female located on first floor of clubhouse)	
Ancillary Facilities (clubhouse – High Hazels House. Note – currently partially closed due to condition)	Clubhouse catering facilities (temporarily closed) Pro shop Grounds maintenance sheds Disability access limited to ground floor	
Car parking	Shared car park with High Hazels Park users. Space for c. 100 vehicles in unmarked gravel car park. Free to park	

Graves Health and Sports Centre (from 1 September 2026)			
Current centre opening times	Area	Monday to Friday	Weekend
	All facilities	6:30am – 10pm	8am – 8pm
	Café	8am – 7:30pm	8am – 3:30pm
<p>The refurbished Graves Tennis and Leisure Centre opened in 2016. Funding was provided by the Authority, Sport England, the LTA, British Gymnastics, NCSEM, Public Health England and Places Leisure. It includes specialist health and research facilities as part of NCSEM, a Wellness Gym with 8 x Milon circuit machines for people with long-term and specialist condition to use to manage their conditions. Users of the Wellness Gym are supported by a professionally qualified Level 4 fitness practitioner. The centre also includes swimming facilities, fitness gym and studios, a dedicated gymnastics and trampolining area, indoor and outdoor tennis courts and indoor bowls provision.</p>			
Facilities			
Main swimming pool	25m length x 11m width / shallow end 0.9m and deep end 2m		
Teaching pool	14m length x 7m width / constant depth 0.9m		

Graves Health and Sports Centre (from 1 September 2026)	
Treatment rooms (current tenants)	Occupied under shared premises agreements with Service Level Agreements. NCSEM – 19 consultation rooms, IT hub, Workshop Sheffield Sports Medicine – 5 treatment rooms and 2 admin offices Qualitas Sport Ltd – room 3 and 1 admin office
Fitness suite (gym)	Main gym – 77 stations Heavy weights room – 8 stations Wellness gym – 13 stations
Exercise / dance studios	Studio 1 – 16.5m x 10.4m Studio 2 – 10.9m x 10.4m Studio 3 (virtual group cycling) – 9.75m x 6.85m
Bowls	Temporary mats used on one indoor tennis court. Not available to book. Club operate a league 9:30am – 3:30pm Monday – Friday between October and March
Tennis	8 indoor tennis courts and 8 outdoor tennis courts (6 floodlit). Also suitable for netball.
Gymnastics and trampoline hall	Purpose-built gymnastics and trampoline hall - 32.8m x 34.6m
Dry changing rooms	Male, female and accessible changing available for fitness and tennis in separate areas
Wet changing rooms	Village changing area with 25 cubicles and 4 group changing areas
Conference / meeting rooms	2 x meeting rooms each measuring 11.3m x 5.5m
Ancillary	Café and retail
Car parking	Male, female and accessible toilets in reception, tennis and pool areas 2 x accessible toilets on 1 st floor

Thornccliffe Health and Leisure Centre (from 1 September 2026)			
Current centre opening times	Area	Monday to Friday	Weekend
	All facilities	6:30am – 10pm	7am – 6pm
Thornccliffe Leisure Centre opened in 2016 supported by funding by the Authority, Sport England, NCSEM and Ecclesfield Parish Council, replacing Chapeltown Pool. It is located in proximity to East Ecclesfield (one of Sheffield's more deprived wards) incorporates a 6-lane 25m main pool, learner pool, 60-station fitness suite, studios and specialist health and research facilities operated by NCSEM.			
Facilities			
Main pool	25m length x 13m width / shallow end 1m, deep end 2m		
Teaching pool	12m length x 13m width / shallow end 1m, deep end 2m		
Treatment rooms	6 treatment rooms – currently used as admin offices, physio and long-Covid recovery		

Thorncliffe Health and Leisure Centre (from 1 September 2026)	
Fitness suite (gym)	40 stations
Exercise / dance studios	Studio 1 – 177 sqm Studio 2 (spin) – 77 sqm
Dry changing Facilities	Male, female and disabled changing
Wet changing Facilities	Village changing facilities with disabled and group changing areas
Ancillary Facilities	Café / on site shop – mainly vending with the option to buy drinks and small items from main reception
Car parking	99 spaces – 8 disabled bays. Free parking
Other	Toilets Reception Clean utility room

Wisewood Sports Centre (from 1 September 2026)			
Current centre opening times	Area	Monday to Friday	Weekend
	All facilities	7am – 9pm	8am – 3pm
<p>Wisewood Sports Centre is a state-of-the-art sport centre converted from an old education building and adapted into a fitness facility, offering a fitness gym, group workout classes, sports hall and ancillary facilities.</p> <p>Located in the north west of the City, the centre was refurbished, reopening in November 2016 with extended fitness suite and refurbished changing, reception and studio.</p>			
Facilities			
Sports hall	33m x 18m 4 badminton courts		
Fitness suite	40 station gym		
Exercise / dance studio	1 studio – 9.5m x 16.5m		
Outdoor synthetic pitches	3G floodlit FA compliant pitch – 7-a-side full size / 2 x 5-a-side halves		
Changing rooms	Male sports and male fitness changing rooms Female sports and female fitness changing rooms		
Other	Reception, retain wall, vending machines with seating		

2.5 Third party agreements

- 2.5.1 There are a number of agreements in place which relate to the usage of specific Facilities and / or the occupation of areas within the Facilities. Please see a summary of the agreements in the table below.

Property Agreements	
Agreement	Parties
Sub-underlease	British Amateur Boxing (EISS)
Sub-underlease	National Ice Skating Association (EISS)
Sub-underlease	Sheffield Hallam University (EISS)
Sub-underlease	British Para Table Tennis Limited (EISS)
Sub-underlease	Qualitas Sports Ltd (Graves)
Sub-underlease	GoalBall UK (EISS)
Sub-underlease	Sports Centre and medicine facilities (EISS)
Sub-underlease	England Netball (EISS)
Sub-underlease	Para Badminton (EISS)
Underlease	Electrical substation accommodation (Ponds Forge)
Underlease	Shop unit (Ice Sheffield)
Shorthold Tenancy Agreement	Flat at Beauchief Gold Course
Commercial Agreements	
Lottery Funding agreement	English Sports Council for English Institute of Sport
Lottery Funding agreement	English Sports Council for Ice Sheffield
Usage agreement	Sheffield Hallam University (EISS)
Usage agreement	British Para Table Tennis Limited (EISS)
Specification	Lawn Tennis Association – (Graves)
Specification	British Gymnastics – (Graves)

2.5.2 The Operator shall adhere to the terms of these agreements. A summary and full copies of the agreements are included in Appendix 1 of this Services Specification.

2.6 Planned Facility Investments

2.6.1 The Authority has plans for investment into its Facilities during the Contract Period including:

- > New build replacement for Springs Leisure Centre
- > Refurbishment of Ponds Forge International Sports Centre
- > New build replacement for Hillsborough Leisure Centre
- > New build replacement for Concord Sports Centre

- 2.6.2 The Authority will deliver the investments and take responsibility for appointment of all Professional Technical roles. The Operator shall be expected to support the Authority by providing input during the design stages to help optimise the operational and financial performance of the new / refurbished Facilities.
- 2.6.3 The investment proposals set out below, supported by designs and accommodation schedules in the data room, are indicative for the purposes of the tender process. The Authority will work with the Operator to optimise each Facility investment over the Contract Period. The plans set out represent the minimum level of new provision to which the Authority is committed, with an intention to support enhanced designs where a business case can be made.
- 2.6.4 Prior to each investment, the Operator shall develop, in consultation with the Authority and for the Authority's approval, a Transition Plan for each of the planned facility developments which provides details of the plans for transition from the existing centre and mobilisation of its replacement. This should include consideration of the transition of existing and recruitment / training of new staff, transfer of members, hirers and other users of the existing Facilities, stakeholder management, marketing and mobilisation of the new facility ready for opening.
- 2.6.5 The Operator may be required to have a role in the fit out of new Facilities, for example the layout design and procurement of health and fitness equipment, however these requirements have not yet been finalised and would be agreed for each facility development as an Authority Change.

Replacement for Springs Leisure Centre

- 2.6.6 The Authority intends to develop a new replacement for Springs Leisure Centre on a site adjacent to the existing centre with construction starting in September 2025 and completion in September 2027.
- 2.6.7 The existing centre will continue to operate in accordance with the Services Specification until the new replacement facility opens.
- 2.6.8 The indicative plan for the new centre (Essential design) includes the following features and is to be managed by the Operator in accordance with the Service Specification:
- > 445m² health and fitness gym – c. 100 stations and functional training space
 - > 2 x 149m² and 1 x 100m² exercise studios
 - > 6-lane 25m pool with moveable floor
 - > 5 court sports hall
 - > Reception area with café

Refurbishment of Ponds Forge International Sports Centre

- 2.6.9 The Authority intends to deliver a refurbishment of Ponds Forge International Sports Centre with works starting in April 2026 and the being completed in April 2028. It is anticipated and the default position at this stage is that the facility would remain closed during this period. The parties may however consider the feasibility of a partial closure to minimise disruption during the detailed design stages.
- 2.6.10 A capital budget of £10M has been identified for Ponds Forge. It is envisaged that the investment solution for Ponds Forge will be developed iteratively with the successful Operator. However, for the purposes of tender submission, the Operator assumed an indicative investment solution would be adopted.

2.6.11 Under the indicative plans for the investment, the refurbishment would include the following:

- > Completion of works identified as required in years 0 - 5 by the condition survey recently undertaken
- > Sports hall changing and store converted into larger store for events
- > New male and female sports hall changing
- > New reception / café servery and events café and servery areas
- > Leisure pool hall converted into activity hall including trampoline zone (c. 360m²), indoor climbing / caving (c. 150 m²), tag active (c. 250 m²), soft play (c.120 m²), 4 x 50m² party rooms and reception / circulation space (c. 330m²)
- > Installation of a moveable floor in the existing diving pool to facilitate its use as a multi-purpose pool which can accommodate lane swimming, swimming lessons etc. as well as diving
- > 2 x 200m² exercise studios (one in part of existing fitness suite and one in converted leisure water changing rooms)
- > Existing fitness suite reduced to c. 800m²
- > All other areas of the existing facility to remain as current.

Replacement for Concord Sports Centre

2.6.12 The Authority intends to develop a new replacement for Concord Sports Centre on a site adjacent to the existing centre with construction starting in April 2027 and completion in April 2029

2.6.13 The existing centre will continue to operate in accordance with the Services Specification until the new replacement facility opens.

2.6.14 The indicative plan for the new centre (Essential design) includes the following features and is to be managed by the Operator in accordance with the Service Specification:

- > 453m² health and fitness gym – c. 100 stations and functional training space
- > 2 x exercise studios (192m² and 184m²)
- > 6-lane 25m pool with moveable floor
- > 5 court sports hall
- > Soft play – c. 221m²
- > Health suite with sauna and steam (61m²)
- > 2 x full size floodlit artificial grass pitches (3G)
- > NCSEM facilities (335m²)
- > Reception area with café

Replacement for Hillsborough Leisure Centre

- 2.6.15 The Authority intends to develop a new replacement facility for Hillsborough Leisure Centre on the site of the existing centre with the existing facility closing and construction starting in April 2030 and completion in April 2032. A major refurbishment may also be considered for the centre as an alternative to replacement.
- 2.6.16 The existing centre will close while the development is underway.
- 2.6.17 The indicative plan for the new centre (Essential design) includes the following features and is to be managed by the Operator in accordance with the Service Specification:
- > 693m² health and fitness gym – c. 150 stations and functional training space
 - > 2 x 117m² and 1 x 91m² exercise studios
 - > 6-lane 25m pool with moveable floor
 - > 9m x 13m teaching pool
 - > 350m² “destination” leisure pool
 - > 300m² activity hall e.g. tag active
 - > Health suite with sauna and steam (105m²)
 - > Reception area with café

2.7 Golf Course Ancillary Provision

- 2.7.1 The Operator is required to provide a solution for suitable storage and ancillary facility provision at the golf course Facilities which shall be funded by the Operator.
- 2.7.2 This shall include undertaking any repair, maintenance and lifecycle works required to make High Hazels House at Tinsley Park fit for purpose and maintain it to a good standard for the duration of the Contract.
- 2.7.3 The Operator shall also make suitable provision for adequate storage and maintenance facilities as shall be required to support the proper maintenance and operation of the golf courses.

2.8 National Centre for Sport and Exercise Medicine (NCSEM)

- 2.8.1 The Operator shall provide a range of services and in return recharge costs to NCSEM to cover the staffing and ‘variable Facility Management (FM) costs’ relating to the dedicated NCSEM Areas / spaces used as set out in Schedule 25 (NCSEM) of the Agreement. The services provided and charged for by the Operator include:
- > Reception staff costs (where additional reception cover is required by NCSEM outside of the Operator’s agreed opening times)
 - > Cleaning
 - > Utilities (to be separately metered)
 - > Portable Appliance Testing
 - > IT lines

- 2.8.2 Any other variable FM costs required / requested by NCSEM shall be dealt with as set out in Schedule 25 (NCSEM).
- 2.8.3 In addition, the Operator shall be responsible for covering all the following ‘fixed FM costs’ for the Contract Period relating to NCSEM dedicated spaces as set out in Schedule 25 (NCSEM):
- > Facility maintenance costs (Lifecycle, Planned and Reactive)
 - > Building insurance
 - > Business rates
- 2.8.4 Requirements in relation to NCSEM and NCSEM dedicated spaces are set out, where applicable, in the relevant paragraphs of this Services Specification and summarised in Appendix 9.
- 2.9 Active Communities Service**
- 2.9.1 The Operator must deliver an Active Communities Service of activities outside of the Facilities and within local community settings which contributes towards wider local strategic outcomes and supports delivery of the Authority’s strategic objectives for the service.
- 2.9.2 The Operator shall develop and deliver a City-wide Active Communities Delivery Plan for the service on an annual basis which aims to tackle health inequalities across Sheffield. The Active Communities Delivery Plan shall be informed by ongoing community engagement, with opportunities identified to empower communities and local champions wherever possible. It should also take into account priorities and commitments within the Authority’s Health and Wellbeing Strategy, draft Sport and Leisure Strategy (due to be launched 2023) and the [Sheffield Move More Strategy 2021 -2026](#).
- 2.9.3 The Active Communities Delivery Plan shall include a range of activities in indoor and outdoor settings within local communities. Activities shall span a full spectrum of potential opportunities for movement amongst local residents, e.g. exercise, fitness, sport, play / games, dance, walking, cycling etc.
- 2.9.4 The Active Communities Service should enable rapport and trust to be developed between delivery staff and community residents. Activities and engagement in local settings should aim to help residents build confidence in accessing services within the Facilities, whilst also recognising that some residents will need to be supported to continue to be active in a locality and facility in which they feel most comfortable. The Active Communities Delivery Plan should include activities delivered in multiple locations to reflect these requirements.
- 2.9.5 The Operator shall work in partnership with a range of local strategic partners and local providers to develop and deliver the Active Communities Delivery Plan where their aims and activities support the Authority’s strategic objectives. This may include, but is not limited to, Public Health and NHS services, local charities, community organisations, sports clubs, schools etc.
- 2.9.6 The required inputs and outputs for the Active Communities Service are shown in Table 4 and Table 5 respectively.

Table 4: Required inputs for Active Communities Service

Required inputs
<ul style="list-style-type: none">> An Active Communities Manager with overall responsibility for the development and delivery of the programme including community engagement and liaison with the Authority and other partners> Staff resources to enable delivery of an annual average of 60 sessions per week in community settings across the City recognising that there will be an increased amount of delivery during the summer months and school holidays.> Staff resources to support management of volunteers and provide support to local clubs, organisations and schools> Data capture and insight capability to inform the development and targeting of the programme and sessions and report of outputs and impact> Any equipment and transportation required to support delivery of the programme

Table 5: Required outputs for the Active Communities Service

Required outputs
<ul style="list-style-type: none">> Regular and meaningful engagement with local communities, community leaders and local Councillors to inform the Active Communities Delivery Plan and ensure that hard to reach communities have a voice. This will include but is not limited to co-creating sessions to meet community need.> An increase in the number of currently inactive and less active residents and residents at higher risk of experiencing health inequalities (see Paragraph 2.3) participating regularly in sport and physical activity> A range of high-quality sessions / programmes aimed at residents who are inactive or not engaging regularly in sport or physical activity, either directly delivered by the Operator or through support for local voluntary / community / club organisations> An increase in the number of volunteers and volunteering opportunities> Support for local clubs, organisations and schools in terms of access to Facilities, assistance with member and coach recruitment etc.> Increased opportunities for access to sport and physical activity opportunities within local community settings, including parks and open spaces> Delivery of a programme of community-based holiday sport and physical activity programmes

2.9.7 The Active Communities Delivery Plan shall be developed and delivered in partnership with the Authority's Leisure Team, Yorkshire Sport, Exercise Referral Service, Move More Sheffield, National Governing Bodies for Sport (NGBs), Voluntary Action Sheffield, School Sports Partnerships, Clinical Commissioning Groups (CCGs), local charities, voluntary and community groups, clubs, schools and other services such as Public Health, Education, Children and Community Youth Services, Adult Social Care etc.

2.10 Quality management

- 2.10.1 The Operator will be required to have a robust quality management system in place that covers all Facilities and aspects of the services and is focused on the customer's experience and the achievement of the Authority's local strategic objectives.
- 2.10.2 The Operator must achieve and maintain the Sport England recommended Quest Facility Management accreditation scheme – Quest Plus (or any equivalent successor scheme) for the Facilities and Quest Plus for the Active Communities Service. This shall be obtained by:
- > The end of year 2 of the Contract Period for the Active Communities Service
 - > The end of year 2 of the Contract Period for:
 - Ponds Forge International Sports Centre
 - English Institute of Sport Sheffield
 - Ice Sheffield
 - Hillsborough Leisure Centre
 - Concord Sports Centre
 - Springs Leisure Centre
 - Heeley Pool and Gym
 - Beauchief Golf Course
 - Birley Wood Golf Course
 - Tinsley Park Golf Course
 - > The end of year 3 of the Contract Period for:
 - Graves Health and Sports Centre
 - Thorncliffe Health and Leisure Centre
 - Wisewood Sports Centre
- 2.10.3 The Operator shall maintain these accreditations for the duration of the Contract Period.
- 2.10.4 Quest scores will be included in the Annual Service Plan which will also include associated targets for improvement.
- 2.10.5 The Operator shall commission and fund Quest. The Operator shall inform the Authority of the results of its Quest assessments and any follow-up assessments within seven business days of receiving notification.
- 2.10.6 The Operator shall include its response to Quest assessments via an improvement plan within the appropriate Quarterly Performance Report.
- 2.10.7 The Operator shall be a member of the Ice Rink Managers' Association and shall utilise knowledge and best practice from this forum to optimise the operation of Ice Sheffield.

2.11 Social value through local development

- 2.11.1 The Operator shall deliver the Services in accordance with the aims of The Public Services (Social Value) Act 2012 through the delivery of wider social, economic and environmental benefits.
- 2.11.2 The Operator shall work closely with the Authority and other partners such as education and training providers to develop specific initiatives, which offer realistic and sustainable employment opportunities to disadvantaged people in the City.
- 2.11.3 The Operator shall offer a number of routes to full-time employment or training which are targeted at specific sectors of community in the City. This should include the provision of work placement opportunities and paid work trials, including apprenticeships, for disadvantaged or underrepresented groups within the labour market including initiatives targeting groups that have barriers to employment.
- 2.11.4 The Operator shall understand and embrace the role it has in supporting and working with small and medium-sized enterprises, social enterprises, charities and other third sector providers in the City through its procurement of supplies and sub-contractors and through the delivery of the Services.
- 2.11.5 The Operator shall ensure the Services are fully inclusive to all sections of the community and shall proactively work to eliminate barriers to participation in sport and physical activity through programming, pricing, policies, development plans, marketing, recruitment and training.
- 2.11.6 The Operator shall work with the Authority and other partners to provide diversionary activities designed to help reduce levels of crime, disorder and anti-social behaviour by people in the City.
- 2.11.7 The Operator shall ensure that the environmental wellbeing of the local area is protected and enhanced through best practice approaches to energy and water management, waste and recycling, procurement of supplies and sustainable transport.
- 2.11.8 The Operator shall provide a detailed review of how the Services have achieved the above requirement and have contributed to social outcomes as part of the Annual Report.

2.12 Annual Payment

- 2.12.1 The Operator will be required to manage the Services as outlined in this Services Specification and in accordance with the Agreement. The Annual Payment shall be determined and paid in accordance with clause 36 and Schedule 5.
- 2.12.2 The Facilities will operate under a lease agreement with a peppercorn rent.

2.13 Asset management

- 2.13.1 The Agreement provides for the Operator taking full responsibility for the maintenance, repair, insurance and lifecycle replacement of assets and equipment at the Facilities apart from those items which are identified as being the responsibility of the Authority. Full details of asset management requirements and responsibilities are set out in Paragraph 4: Asset Management.
- 2.13.2 The Operator shall install an asset management ICT system to be in place for the Contract Period. This should include a comprehensive asset register and Planned Preventative Maintenance System (PPM) Schedule which has a record of all new and existing structures, plant, materials, components and fittings over the Contract Period.
- 2.13.3 The Operator shall, if requested, provide the Authority with remote, read-only access to the asset management ICT system for the duration of the Contract Period. This must be in an electronic format using recognised software.

2.14 Utility costs

- 2.14.1 The Operator is responsible for payment of utility costs at the Facilities and is required to keep a monthly record of all utility consumption at each Facility. The Operator is responsible for submitting, on a monthly basis to the Authority, utility consumption figures for each month at each Facility.
- 2.14.2 Adjustments to the Annual Payment by the Authority or the Operator will be subject to actual consumption levels within the target consumption rates and any changes in utilities tariffs in accordance with Schedule 16 of the Agreement.

2.15 National non-domestic rates

- 2.15.1 The Operator is responsible for the payment of national non-domestic rates (NNDR) at the Facilities.

2.16 Climate Emergency

- 2.16.1 The Operator shall support the Authority's response to the climate emergency through responsible environmental and energy management and the efficient use of energy throughout its operations. It shall also recognise that good environmental and energy management helps to protect the environment by conserving natural resources and reducing harmful emissions. The Operator shall take account of, and comply with, the Authority's [Ten Point Plan for Climate Action](#) which lays out the framework for how the Authority will work with the City to address the shared challenge of the climate crisis.
- 2.16.2 The Operator shall provide information for the Authority's Environmental Management Systems to enable the Authority to monitor its carbon footprint.

3. Service requirements

3.1 Active Communities Service

Overall requirement

- 3.1.1 The Active Communities Service shall provide increased opportunities for inactive and less active individuals and groups to be engaged in regular physical activity in local community settings outside of the Facilities.

Performance standards

- 3.1.2 The Operator shall develop an annual Active Communities Delivery Plan in partnership with the Authority's Sport, Leisure and Health team which clearly identified how the inputs shown in Table 4 are to be deployed and how the outputs shown in Table 5 are to be delivered. This Plan will be monitored and reviewed by the Authority on a quarterly basis.
- 3.1.3 The Activity Communities Service shall be targeted at groups and communities within the City who are more likely to be inactive or less active and / or be at higher risk of experiencing health inequalities.
- 3.1.4 Inactive / less active groups and those at higher risk of experiencing health inequalities in the City will be identified by the Operator in consultation with and supported by the Authority. It is acknowledged that these groups may change under the Contract Period and should be kept under review.
- 3.1.5 The Operator shall provide forums for regular, ongoing community engagement, local leadership and opportunities for co-creation to inform the development and delivery of the Active Communities Delivery Plan (see Paragraph 3.12 for more information on community engagement).
- 3.1.6 The Active Communities Delivery Plan shall include a range of innovative, non-traditional and specialist activities that appeal to a wide audience, particularly aimed at inactive groups and those at higher risk of experiencing health inequalities. This will be based on learning and feedback from community engagement and consultation with partners.
- 3.1.7 The Active Communities Delivery Plan shall also take account of the need for activities and sessions which support healthy lifestyles and ill-health prevention and which are complimentary to services being delivered by other providers in the City.
- 3.1.8 The Operator shall base the development of the Active Communities Delivery Plan on research and insight into:
- > groups and communities within the City who are more likely to be inactive
 - > those at higher risk of experiencing health inequalities
 - > consultation with the Authority and key strategic partners
 - > learning from community engagement.
- 3.1.9 The Active Communities Service shall be focused upon the delivery of and support for activities outside of the Facilities and in local community setting in order to make them more accessible to priority groups and appealing to residents who would not ordinarily visit a traditional leisure centre setting.

- 3.1.10 The Active Communities Delivery Plan shall also be designed to maximise the use of green and open spaces surrounding the Facilities and across the City.
- 3.1.11 The Operator shall deliver a programme of community-based sport and physical activity holiday programmes in locations across the City, with a focus on areas with higher levels of inactivity and where residents are at higher risk of experiencing health inequalities.
- 3.1.12 The Operator will be expected to source external funding for sport and physical activity and healthy lifestyles programmes already in place.
- 3.1.13 The Operator will be expected to provide support to clubs, voluntary and community organisations, including through the delivery of training and mentoring to community members and support with access to Facilities and equipment, and support to secure external funding to enable them to deliver programmes locally.
- 3.1.14 The Operator will be required to work in partnership with the Authority's Sport, Leisure and Health team to source external funding for new activities and projects which use movement and physical activity to support delivery of the Authority's strategic objectives.
- 3.1.15 The Operator shall provide appropriately qualified and experienced staff to deliver the programme, taking account of the input requirements set out in Table 4. The Operator shall aim to employ staff from the local community and that are representative of the demographic profile of the City to deliver the programme (see Paragraph 3.7 for more information on Staffing).
- 3.1.16 The Operator shall provide volunteering opportunities as part of the programme and provide support to local clubs as set out in Table 5.

Reporting requirements

- 3.1.17 The Operator shall submit an Active Communities Delivery Plan for the Authority's approval one month prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year. This will be supported by the relevant data and insight, including the outputs of community engagement, that has been used to inform the development of the Plan.
- 3.1.18 The Operator shall produce an annual report on the Active Communities Service within the Annual Service Report and Quarterly Performance Report which highlights how it has performed in meeting the Authority's strategic objectives and contributing towards wider strategic outcomes.
- 3.1.19 The Operator shall work in partnership with the Authority to identify data to be captured and reported on from the Active Communities Service which demonstrate the impact and outcomes being achieved. Particular focus should be placed on the levels of engagement with inactive and less active residents and those more likely to experience health inequalities.

3.2 Opening hours

Overall requirement

- 3.2.1 Facilities that are fully accessible to the community during the agreed "Minimum Opening Hours".

Performance standards

- 3.2.2 The Facilities must be available for public use during the Minimum Opening Hours which are as set out in Table 6 at each of the Facilities:

Table 6: Minimum Opening Hours

Facility	Monday – Friday	Weekend
Ponds Forge International Sports Centre	6am – 9pm	8am – 6pm
English Institute of Sport Sheffield	6.30am – 10pm	7am – 9pm 9am – 5pm on non-event weekends
Ice Sheffield	6am – 1am	6am – 1am
Hillsborough Leisure Centre	5.30am – 10pm	8am – 6pm
Concord Sports Centre	6.30am – 9pm	7am – 4pm
Springs Leisure Centre	8.30am – 9pm	8.30am – 3pm
Heeley Pool and Gym	8.30am – 9pm	7am – 4pm
Beauchief Golf Course	Summer Course - 7.30am – 7pm Clubhouse – 9am – 6pm Winter Course – 8am – 3pm Clubhouse – 10am – 4pm	Summer Course - 6.30am – 6pm Clubhouse - 8am – 5pm Winter Course - 8am – 3pm Clubhouse – 8am – 4pm
Birley Wood Golf Course	Summer – 7.30am – 7pm Winter – 8am – 3pm	Summer – 6.30am – 6pm Winter – 8am – 3pm
Tinsley Park Golf Course	Summer – 7.30am – 7pm Winter – 8am – 3pm	Summer – 6.30am – 6pm Winter – 8am – 3pm
Graves Health and Sports Centre	6.30am – 10pm	8am – 8pm
Thorncliffe Health and Leisure Centre	6.30am – 10pm	7am – 6pm
Wisewood Sports Centre	7am – 9pm	8am – 3pm

- 3.2.3 The Authority, in advance of any changes being implemented, must agree in writing any variations to the Minimum Opening Hours proposed by the Operator.
- 3.2.4 The Operator shall advertise all opening hours on the relevant Facility website and shall provide printed information on opening hours and timetables of activity programmes.
- 3.2.5 The Operator must operate the vending services during the Minimum Opening Hours.
- 3.2.6 Where appropriate, the Operator shall agree with the Authority in writing, closure of any of the Facilities or any element therein for the purposes of maintenance, in accordance with the agreed Schedule of Programmed Maintenance.

- 3.2.7 The Operator will be required to advertise all programmed maintenance closures and any variants in opening for at least 4 weeks before the closure period on Site and on their website. Where private hire, block or club bookings have been made during a period of closure, whether planned or unforeseen, the Operator will be responsible for informing each hirer separately of the changes and meeting all costs incurred, inclusive of the reimbursement of any fees and charges made in advance.
- 3.2.8 In the event of closure of any of the Facilities or part thereof, or ceasing of the Active Communities Service, or part thereof, owing to unforeseen or emergency conditions, the Operator shall inform the Authority immediately, followed up in writing as soon as practicable. The Operator shall ensure customers are kept informed of the situation in accordance with the agreed Emergency Action Plan (see 3.2.9). The Operator shall also report any closure or cessation of activity to any appropriate funders, in line with specific grant conditions as applicable.
- 3.2.9 The Operator is advised that variations to the specified opening hours may occur in times of national or local emergency. Hillsborough Leisure Centre and Concord Sports Centre have been designated as a humanitarian rest centre (this will extend to all areas of the building). Should such a situation arise, the Services may be temporarily suspended during the period of the emergency, by notification through the Authority's Chief Executive or Authorised Officer. The Operator's staff would be expected to assist with the set up of the Facility / Facilities as a rest centre and provide further assistance in any way for which they are qualified during the emergency. This can be found in Clause 17 of the Agreement.
- 3.2.10 The Operator shall be required to close all or part of EISS and Ponds Forge for the following special events:
- > Elections (counting stations)
 - > Other civic events

Reporting requirements

- 3.2.11 The Operator may submit proposals in writing for changes to the Minimum Opening Hours to the Authority for approval at any time during the Contract Period, but in any event, no later than 3 months prior to implementation. Any proposed changes to Minimum Opening Hours shall be supported by written justification for the proposed change and be subject to the Authority's written approval.
- 3.2.12 The Operator shall maintain a daily log of hours that the relevant Facility or area within it is not open and submit details of any performance failures, closures of services limitations during the Minimum Opening Hours, setting out the details of the closure, the reason for such closure and any remedial action taken by the Operator as part of the Quarterly Performance Report.
- 3.2.13 Any unplanned closure should be reported to the Authority in accordance with 3.2.8.

3.3 Access

Overall requirement

- 3.3.1 Facilities and Services that are fully accessible by all customers during the "Minimum Opening Hours" as detailed in Paragraph 3.2 of this Services Specification. This includes ensuing dignified access to all areas for disabled people and those with long-term health conditions.

Performance standards

- 3.3.2 The Operator shall ensure that the Facilities including entrances and exits, café / catering / vending area, toilets, changing and shower facilities, drop off points, spectator and viewing areas, activity areas, courts, buildings, doorways, halls, lobbies, reception areas, loading bays, corridors, lifts, access roads and car parks are free from any obstruction or physical destruction or deterioration (save for fair wear and tear). Each Facility must be capable of performing its function and allow access and egress with appropriate controls.
- 3.3.3 The Facilities and Services must be accessible for people with disabilities as per the Equality Act 2010. This should include access and egress in fire / emergencies, suitable evacuation routes and muster points. Specifically:
- > Accessible facilities; physical access and accessible service provision
 - > Inclusive Fitness Initiative (IFI) accredited fitness equipment capable of providing a full body workout (cardiovascular and strength-based, upper and lower body) for customers with a wide range of impairments and conditions
 - > Workforce development; customer service training for all staff and adaptive exercise programming for fitness instructors / sports coaches, management / leadership, good practice and specialist area training (e.g. inclusive communications, access auditing etc.)
 - > Inclusive and accessible marketing and communication available in different formats
 - > Accessible sport and social activities
 - > Appropriate policies and procedures
 - > Wide and varied activity and programming offer
- 3.3.4 The Operator must ensure that the Facilities and storage spaces within them are accessible by authorised customers, to include the following:
- > Secure multi-activity stores
 - > Storage lockers accessible from all changing cubicles, accessible cubicles and changing rooms, ideally with large, clear and tactile numbers and be located at a range of heights with 'oversized' lockers for disabled people to store equipment e.g., their prosthetic whilst swimming
 - > Secure storage for sporting equipment
- 3.3.5 The Operator must ensure that there is prompt access to the Facilities at all times that the Facilities are open to the public. Reception staffing levels and access control procedure at times of peak demand shall be such that customers are able to gain access without unreasonable delay.
- 3.3.6 The Operator shall ensure that all signage directing customers to and within the Facilities is clear and instructive and complies with the Equality Act 2010 and any relevant planning restrictions and should comply with Sport England's [Wayfinding and Signage Design Guidance Note \(2013\)](#).

Reporting requirements

- 3.3.7 The Operator shall submit details of any failure to maintain the requirement overall requirement set out above as part of the Quarterly Performance Report.

3.4 Customer care

Overall requirement

- 3.4.1 A consistently high level of customer care that ensures all customers receive a high-quality and enjoyable experience where inclusion in its widest sense is the norm. The level of customer care shall reflect good industry practice and provide a level of customer service that will facilitate achievement of the Authority's strategic objectives and contribute to wider local strategic outcomes.

Performance standards

ICT, Website and Bookings

- 3.4.2 The Operator shall implement and maintain a website and booking system for the Facilities and Active Communities Service that is accessible, flexible, innovative and meets the need of all users (including those with a visual, cognitive, hearing or mental health impairment) in order to optimise access to information and maximise participation. This must comply with the Equality Act 2010 and follow best practice as set out in the Activity Alliance [Access for all: Inclusive Communications](#) guide.
- 3.4.3 The website and booking system must incorporate comprehensive terms and conditions for hire, advanced booking arrangements, cancellation and non-attendance policies, customer information, effective administration and operational information systems to record and effectively deliver all bookings.
- 3.4.4 The system shall enable users to easily access and navigate the range of services available, enable bookings to be made in person, by phone and online in accordance with e-government for both members and non-members. Bookings should incorporate a 'fast track' service where possible for high volume, peak time activities.
- 3.4.5 The system should enable better personalisation of services and promoted activities to support customers' lifestyle changes and behaviours.
- 3.4.6 The Operator shall provide an online booking system accessible through smartphone Apps with functionality equivalent to that available on their website.
- 3.4.7 The Operator must provide the necessary hardware and software equipment to sustain the website and computerised booking systems which will be used to manage bookings and to provide reports broken down by categories of users (the format of these reports to be agreed with the Authorised Officer).
- 3.4.8 The Operator will be responsible for all maintenance costs relating to the website and computerised booking system, including the replacement of hardware consumable items and software licenses.
- 3.4.9 The Operate shall provide advanced booking for members, registered and casual users a minimum of 7 days prior to the day of the activity, by telephone, online, or in person.
- 3.4.10 The Operator must provide an advanced booking facility for clubs / organisations who wish to make a regular booking.
- 3.4.11 The Operator must provide an advance / priority booking facility for schools / colleges during normal term time (details on term dates can be obtained from the Authority).

- 3.4.12 The Operator must acknowledge and indicate acceptance or otherwise, in writing, for all applications for regular bookings, functions or events within four weeks of receipt of an application.
- 3.4.13 The Operator must accept any form of legal tender, in sterling, cheques and debit cards and / or credit cards or any other credible alternative provided for payment and will issue a receipt for all payment accepted.
- 3.4.14 The Operator will be required to formulate a booking application form, which will include reference to the conditions of hire, available both in hard copy and electronically.
- 3.4.15 All bookings are inclusive of rigging and derigging time for equipment relating to that particular facility / activity. The Operator shall ensure that customers are aware of this arrangement and that the Operator adheres to it, without adversely affecting the service.

Customer Services Policy

- 3.4.16 The Operator must provide a comprehensive and inclusive customer service policy that ensures that customers, partners and visitors are dealt with promptly, effectively and courteously at all times. This includes clear response times for all customer enquiries. It will also include the Operator's approach to equality, diversity and inclusion and ensure all customers are supported fairly and inclusively.
- 3.4.17 The Operator shall operate and administer a comprehensive and effective customer comments and feedback system, to encourage feedback and record verbal and written comments. This shall apply to all customer groups covering sporting and non-sporting uses. The Operator must all record its response to comments.
- 3.4.18 The Operator shall carry out a range of innovative and robust monitoring, evaluation and reporting activities to demonstrate:
- > Customer satisfaction from a representative sample covering all aspects of the service
 - > Comparative performance through a recognised benchmarking approach
 - > An understanding of changes to the communities' needs reflected in the programming of Facilities and Services
- 3.4.19 The Operator shall ensure all staff have a smart appearance at all times, with appropriate uniform and name badges being worn.
- 3.4.20 The Operator shall ensure that staffing levels are appropriate to meet the demands of the activity / usage patterns at each Facility and Active Communities Service to ensure high standards of customer service.
- 3.4.21 The Operator shall formally display in public areas results from internal and external monitoring visits, customer forums, customer comments / complaints and responses, reports, surveys and other customer care and engagement activities. This shall include what action has been taken as a result of customer engagement.
- 3.4.22 The Operator must provide training in customer experience / customer care as part of its new staff induction and on-going refresher training (see Paragraph 3.7 for more information on staffing).
- 3.4.23 The Operator shall use notice and display boards to provide information for customers on:
- > Current programming

- > New opportunities within the Facility and at other Facilities
- > Activities and initiatives delivered by partners where they support the strategic objectives
- > Planned changes to opening times or activities
- > Relevant local services

- 3.4.24 These shall be kept up to date at all times (see Paragraph 3.13 for further information on Marketing and Communication).
- 3.4.25 The Operator shall ensure that the names and photographs of the Operator's Representative, Facility Managers and other senior staff are prominently displayed at all times, in a prominent location close to the entrance of the Facilities and in full view of customers.
- 3.4.26 The Operator shall provide at all times information to the public on the availability of courses, activities and events deliver and / or hosted by the Operator and Authority through a variety of channels (including digital and offline) to meet the needs to target populations and communities. This will be supported by word of mouth, ensure that all staff and volunteers are able to provide up to date information to customers.
- 3.4.27 The Operator shall ensure that any out-of-order equipment is clearly labelled accordingly within 15-minutes of the issues becoming known and information recorded as to who reported the issue and when, the estimated timescale for repair, and when it will be back in use.
- 3.4.28 The Operator shall operate an effective system for dealing with lost and found property.
- 3.4.29 The Operator will ensure that all hazards to customers are signposted in the first instance immediately on any member of staff being aware of them and rectified / removed as quickly as possible (see Paragraph 3.15 for further information on Health and Safety).

Customer complaints procedure

- 3.4.30 The Operator must set out a simple and transparent process for customers to submit and for the Operator to manage customer complaints which is in accordance with the Authority's [Customer Commitments](#) . It will include appropriate response times and escalation procedures. It will include specific processes to support vulnerable customers and for dealing with incidents of discrimination.
- 3.4.31 This procedure will be submitted to the Authority for approval a minimum of 4 weeks ahead of Service Commencement Date. It will be subject of a minimum annual review to ensure it remains in line with latest legislation and best practice.

Breastfeeding Friendly Facilities

- 3.4.32 The Authority is committed to working with partners to make Sheffield a Breastfeeding Friendly City. The aim of this is to improve breastfeeding facilities in the City and remove some of the barriers to sustained breastfeeding throughout the City.
- 3.4.33 All of the Facilities shall be [Breastfeeding Friendly venues](#). The Operator shall have a Breastfeeding Policy which, as a minimum, adheres to the Authority's [Breastfeeding Friendly Policy for Public Places](#). This shall include ensuring that:
- > All public spaces within the facility are breastfeeding-friendly
 - > Signage provided by Breastfeeding in Sheffield is prominently displayed within the Facilities

- > Private spaces for breastfeeding are made available should they be requested
- > All staff are aware of the Breastfeeding Friendly policy and have access to it, should they be questioned or challenged
- > Training on the Policy is included in the induction of all staff (training developed and / or delivered in conjunction with Breastfeeding in Sheffield if required – c.robinson@breastfeedinginsheffield.co.uk)
- > The use of formula and pacifiers (dummies) is not promoted within the Facilities / Services.

Reporting requirements

- 3.4.34 The Operator must provide a report to the Authority on a quarterly basis detailing all complaints and actions taken. The Operator shall ensure that a summary of this report and details of any failure to maintain the overall requirement set out above are included with the Quarterly Performance Report.
- 3.4.35 The Operator shall ensure that an annual report detailing the outcomes of the customer feedback system is submitted to the Authority including ongoing collection of customer satisfaction information. The Operator shall ensure that a summary of this report is included within the Annual Service Report.

3.5 Programming for all

Overall requirement

- 3.5.1 A dynamic, innovative and inclusive programme of activities provided at the Facilities that meets the needs of all sections of the community. A service that responds to feedback from meaningful community engagement, promotes behaviour change and ensures the delivery of the Authority's strategic objectives.

Performance standards

- 3.5.2 The Operator shall ensure as high a proportion of casual / pay and play use of the Facilities as possible, consistent with a balanced programme of use by the public, communities, inclusive and mainstream sport and recreation clubs, schools, instructed development courses and sporting / non-sporting events.
- 3.5.3 There must be a sustainable, balanced and flexible Programme of Use for each Facility to accommodate community, club and high-performance activity and to contribute towards the Authority's strategic objectives.
- 3.5.4 The Operator shall:
- (1) adhere to the terms of all funding, usage and other third party agreements in relation to programming, including the provision of specific hours and / or minimum levels of access to areas of the Facilities (see paragraph 2.6 and Appendix 1);
 - (2) co-operate and work with the Authority to assist the Authority in complying with the conditions of any grant funding agreements (as detailed in the Disclosed Data); and
 - (3) to the extent that such compliance with paragraph (2) above requires the Operator to incur material or third party expenditure, the Operator shall, prior to incurring any such expenditure, agree the scope and nature of such expenditure together with the arrangements for payment with the Authority.

- 3.5.5 The Operator shall deliver a comprehensive swimming programme to meet the demand for learn to swim. The Operator shall also develop a clear pathway of signposting for young people from learn to swim programmes (National Teaching Plan levels 1-7) into swimming club sessions.
- 3.5.6 The Operator shall deliver or otherwise make provision (e.g. through a third party) for a learn to dive programme and diving development pathways at Ponds Forge International Sports Centre.
- 3.5.7 The Operator shall deliver a balanced but commercial programme of use at Ice Sheffield by the public, clubs, schools and instructed development courses. In particular, a comprehensive skating programme should be delivered to meet the demand for learn to skate and learn to play. The Operator shall develop a clear pathway of signposting for people from learn to skate and learn to play programmes into skating, ice hockey club and coaching / development session. The learn to skate programme shall be affiliated to British Ice Skating. The Operator shall not deviate from this programme without the written approval of the Authority.
- 3.5.8 The Operator shall adhere to the usage requirements set out in the Ice Sheffield Funding Agreement with the English Sports Council and make reasonable efforts to accommodate the requirements of Sheffield Steelers for the use of Ice Sheffield for the purposes of regular training and for matches which cannot be accommodated at the Arena (see Paragraph 2.5 and Appendix 1).
- 3.5.9 The Operator shall take a collaborative approach to the management of programmes of use at the golf course facilities. This shall include the Operator working with the incumbent golf clubs to support their use of the courses and, acting reasonably, accommodate changes to their protected hours of use to support regular member and competition requirements.
- 3.5.10 The Operator shall develop pathways for all activities to support young people from casual activity into club sessions.
- 3.5.11 There shall be activities and sessions to meet the needs of specific customers in accordance with the agreed activity programme. The programmes should consider the various types of customer and use to ensure that they are balanced. The Programme of Use should be dynamic, innovative and responsive to the changing needs of customers and their feedback through customer engagement, including seasonal variations.
- 3.5.12 The Programme of Use should seek to target non-users and engage inactive groups and those at higher risk of experiencing health inequalities. The Programme of Use shall meet the needs of specific customers by offering activities and opportunities that are culturally sensitive and relevant to diverse communities across age, gender, religion, race, sexual orientation and disability.
- 3.5.13 The Operator shall provide the activities and session to meet the needs of specific customers in accordance with the agreed Programme of Use and Annual Service Plan. This shall include, but not be limited to, the following:
- > Exercise referral / Clinical and high risk referral
 - > Falls prevention, rehabilitation and management
 - > Sessions for clinical and high-risk referrals
 - > Activities targeted towards the currently inactive
 - > Activities targeted towards those identified at risk of ill health
 - > Activities for the improvement of mental health and wellbeing

- 3.5.14 The Operator shall operate an Exercise Referral Scheme and Cardiac Rehabilitation Scheme and any other future schemes which promote the use of the Facilities to promote and deliver a healthy lifestyle. The Operator will work alongside the NCSEM to ensure coordination of delivery and use of staff.
- 3.5.15 The Operator shall provide an annual Exercise Referral and Cardiac Rehabilitation Programme to the Authority two months prior to the Service Commencement Date and three months prior to the start of each subsequent Contract Year for the Authority's approval.
- 3.5.16 The Operator shall work with the Authority's Community Youth Services Team to develop and deliver an annual Physical Activity Development Plan for activities targeted at young residents, including those from vulnerable groups. The Physical Activity Development Plan should be agreed to inform the development of the Operator's proposed Programmes of Use and be integrated into the proposals submitted to the Authority. The Operator shall work with the Authority's Community Youth Services Team to market activities to be delivered as part of the Plan.
- 3.5.17 The Operator shall design and deliver holiday programmes to coincide with school holiday periods providing a range of activities and catering to a range of age groups across the Facilities. The Operator should ensure a good geographical distribution of available programmes to ensure access for residents in all parts of the City.
- 3.5.18 The Operator shall support the implementation of local, regional and national sports development policies where appropriate and provide representation on local and county-wide or regional sports development groups. This includes national Sport England campaign such as 'This Girl Can'.
- 3.5.19 The Operator shall submit the initial proposed Programmes of Use for each Facility to the Authority for approval two months prior to the Service Commencement Date.
- 3.5.20 The Operator shall review the effectiveness of the Programmes of Use on a regular basis and, as a minimum, every 12 months, using market information and feedback from formal and informal customer engagement. The Operator shall submit a revised Programme of Use to the Authority one month prior to the start of each new Contract Year as a minimum, based on this review. The Operator can also submit proposed changes to the Programme of Use to the Authority at any time during the course of the Agreement, supported by the reasoning for the proposed changes. Ad hoc Programme of Use changes should be submitted to the Authority's Authorised Officer in writing and will be subject to the Authority's written approval.
- 3.5.21 The Programme of Use must consider the following:
- > The need to offer a wide-ranging and diverse programme of activities designed to encourage greater levels of community participation across all relevant local social and cultural groups with a particular focus on increasing participation from membership of the community who are currently inactive or with a higher risk of experiencing health inequalities and using group activity to improve retention
 - > Provision of a wide range of recreational opportunities to all Sheffield residents, including a balanced programme of pre-paid courses, classes, pay-as-you-play sessions, club and school block bookings, casual usage and, where applicable, special events
 - > The status and role of EISS, Ponds Forge Sports Centre and Ice Sheffield as elite-level training and competition venues, including consideration of access for athletes identified on sporting talent development pathways such as the British Olympic Association Passport Scheme and British Ice Skating programme

- > Regular coaching activity / lessons including swimming, diving, gymnastics and trampolining, tennis, golf, ice skating, athletics, martial arts, court sports etc.
- > Proactively supporting local, regional and national talent pathways through clubs affiliated to NGBs and, where appropriate, the NGBs themselves
- > Third party agreements at specific Facilities (see paragraph 2.5 and Appendix 1)
- > Protected bookings identified by the Authority at each Facility, subject to a regular review process (Appendix 3)
- > A management philosophy that encourages participation and engagement with all sections of the community
- > Regular and planned reviews of the programmes of activities that consider the results of customer and community research and engagement
- > Engagement with the Authority and strategic partners
- > Responsiveness to recreational trends to provide a dynamic and forward-looking service
- > Setting and reviewing programme objectives on at least an annual basis
- > Having a promotional strategy in place that keeps customers informed of the programme and any planned changes
- > Progression pathways from outreach activities, where appropriate
- > Taster / familiarisation / induction sessions for a range of activities across the Facilities and Active Community Delivery Plan
- > Making optimum use of all available resources and facilities including, where appropriate, proactive communication and collaboration with clubs and other user groups to optimise their use of Facilities to minimise the impact on casual and community use availability
- > Monitoring usage levels
- > The contribution of different activities and sessions to the Authority's local strategic outcome and strategic objectives

- 3.5.22 The Operator must make all reasonable efforts to accommodate existing clubs and organisations who wish to make further regular bookings at the end of their existing period, where the aims of those clubs and organisations continue to align with the Authority's strategic objectives.
- 3.5.23 The Operator must, as far as practicably possible, allow for casual use at all times. At times of no casual use being available, the Operator must give advance warning to users of the Facility. This includes any non-availability of facilities as a result of regular bookings or events.
- 3.5.24 The Operator shall be familiar with and apply insight and knowledge from the latest research and industry best practice into physical activity and sport participation. This insight should be used to programme facilities to meet the needs of the local community whilst maximising usage.
- 3.5.25 The Operator shall maximise the usage of venues including Ponds Forge International Sports Centre, EISS and Ice Sheffield to promote talent pathways and hold competitive events, balancing this with the needs of the wider community and contribution of the community use of the Facilities to the Authority's strategic objectives.

- 3.5.26 The Operator shall ensure that the Programmes of Use across the Facilities complement each other, and those of other sports and leisure facilities funded by the Authority and provide an appropriate balance of activities.
- 3.5.27 The Operator shall make all reasonable efforts to ensure that any future Programme of Use continue to support the established arrangements with identified clubs and enable these to be expanded to meet demand where possible and where the aims of those clubs and organisations continue to align with the Authority's strategic objectives.
- 3.5.28 The Operator must be able, through its ICT system to demonstrate the extent to which its programme is engaging with the community and, in particular, inactive groups and those at higher risk of experiencing health inequalities.

Third party agreements

- 3.5.29 The Operator shall adhere to the terms of the Third Party Agreements and work proactively with the other parties to optimise their use of the Facilities and minimise any adverse impact on community access, where possible.
- 3.5.30 The Operator shall not enter into any new or renewed license, sub-lease or tenancy agreement with a third party without the express written consent of the Authority.

Special Events

- 3.5.31 The Operator shall honour any special events bookings already booked into the Facilities as set out in Appendix 2 of this Services Specification. These may only be altered following consultation with the club / organisation and with written approval from the Authority.
- 3.5.32 The Operator will, working with the Authority and its Events Team, actively procure, promote and deliver major sporting events / special events at the Facilities. The Operator shall ensure that events staged at the Facilities showcase and promote the Facilities to users and take into account all specific Site restrictions. The Operator shall consult in advance with the Authority's Events Team on the procurement of any event. No commitment to any regional or national event should be made by the Operator without the prior written approval of the Events Team.
- 3.5.33 Special events will be organised by the Operator who will ensure that all statutory license and arrangements are in place for the safe operation of the event. The Operator shall have a clear policy in place for effective event management and shall be responsible for all aspects of events from marketing and planning through to staging and post-event feedback.
- 3.5.34 The Operator shall ensure that each event is delivered to the requirement of the specific user. The Operator shall ensure that all hirers are competent in respect of the nature of their event and that all hirers are adequately and appropriately insured.
- 3.5.35 The following (not exhaustive) list identifies some examples of the type of events that have taken place at the Facilities previously:

> Ponds Forge International Sports Centre

- swimming galas including regional, national and international championships
- diving competitions including regional and national championships
- water polo competitions
- Karate competitions

- Fencing competitions
- Dance competitions
- Snooker competitions including championship qualifiers
- Dinner dances
- Graduation ceremonies
- Basketball matches (Sheffield Sharks)
- Election Counting
- > English Institute of Sport Sheffield
 - Indoor athletics competitions
 - Snooker competitions including championship qualifiers
 - Gymnastics competitions including national championships
 - Fencing competitions including national championships
 - Cheer and dance competitions
 - Netball competitions
 - Taekwondo competitions
 - BUCS Nationals
 - Jiu Jitsu competitions
 - Judo competitions
- > Ice Sheffield
 - Ice hockey matches (Steelers)
 - British Ice Skating competitions
 - Scottish Ice Hockey Association events
 - English Ice Hockey Association events
 - British Universities Ice Hockey Association events
 - Speed skating events
- > Concord Sports Centre
 - Roller hockey competitions
 - Dance competitions
 - Gymnastics competitions

- 3.5.36 The Operator must continue to host international, national, regional and local competitions at all levels at Ice Sheffield for British Ice Skating / National Ice Skating Association, as well as for regional clubs and associations. It must also continue to host England Ice Hockey League, Elite League (or equivalent / subsequent replace bodies) and international ice hockey events, provided the facility meets any minimum requirements specified by these bodies.
- 3.5.37 The Operator must at all times collaborate with the Authority and NGBs where the Authority is bidding for and / or hosting a major national or international event.
- 3.5.38 The Operator shall work with the operator of the Arena wherever necessary to support the staging of major events where Ice Sheffield is staging elements of the events (e.g. matches taking place across both venues, use of Ice Sheffield as warm up / training venue for events taking place at the Arena). Rates for the joint staging of events are to be mutually agreed between the Operator, Arena Operator, Authority and third-party hirer.
- 3.5.39 The Operator will be required to provide operational support for special events as required. This will include event, supervision, cleaning, building security, equipment rigging and de-rigging and engineer support as required.
- 3.5.40 For all special events, the Operator must give adequate notice to customers in an appropriate format to minimise any inconvenience. Where possible, alternative provision will be identified.
- 3.5.41 The Programme of Use must be designed to ensure that regular activities are not unduly disrupted by special event use. Any event requiring use of a Facility which precludes community use or use by the Sheffield School Swimming service for two or more consecutive days requires the written permission of the Authorised Officer.

Protected Bookings

- 3.5.42 The Operator shall honour any club / organisation bookings already booked into the Facilities as set out in Appendix 2 of this Services Specification. These may only be altered following consultation with the club / organisation and with written approval from the Authority.
- 3.5.43 A list of Protected Bookings has been provided in Appendix 3. This includes protected access hours for the incumbent golf clubs at each of the golf course facilities for which there is no charge applied (tee times reserved for the exclusive use of golf club members and their guests subject to the member holding a valid golf course membership).
- 3.5.44 Protected Bookings shall be jointly reviewed by the Operator and the Authority in advance on the development of Programmes of Use on an annual basis. Bookings may only be removed from the agreed list of Protected Bookings with the written approval of the Authority. The Authority may also identify new bookings to be included within the reviewed list of Protected Bookings which the Operator will make all reasonable efforts to accommodate.
- 3.5.45 All existing hire slots at the Facilities will be honoured unless it is clear that the hirers do not intend to re-book or if otherwise agreed with the Authority as part of the annual review process.
- 3.5.46 Key Stage 1 and Key Stage 2 curriculum swimming and water safety swimming lessons for schools taking place within the Facilities must be delivered by the Sheffield School Swimming service provided by the Authority's Physical Education, Swimming and Outdoor Learning (PESOL) Team unless otherwise agreed in writing by the Authority.

- 3.5.47 The Operator must provide access for the Sheffield School Swimming service to deliver curriculum swimming and water safety lessons during the hours they identify in each school year as being required within their specified Protected Booking hours at each Facility (see Appendix 3). The Sheffield School Swimming Service will identify which of the Protected Booking hours are required for the subsequent school year (September – August) by the 1st June in each year. This will be confirmed by the Operator in writing to the Sheffield School Swimming service and the Authorised Officer. The Operator shall be permitted to make alternative programming arrangements for any hours within the Protected Booking hours identified as not being required by the Sheffield School Swimming service.
- 3.5.48 The Operator must also provide the Sheffield School Swimming service with access to an area within the Facilities for the secure storage of equipment and IT devices. The Operator shall provide the School Swimming Service with use of an office space (minimum of 2 people) and store cupboard at Ponds Forge International Sports Centre.
- 3.5.49 The Operator shall adopt a partnership approach and work with the Sheffield School Swimming service proactively to support the delivery of their services and identify opportunities and targeted initiatives to support improved levels of swimming attainment in the City.

Non-sporting events

- 3.5.50 Areas within the Facilities may be used by the Operator to provide a varied and balanced programme of non-sporting events providing that the proposed activity is not of a sensitive nature, is not an activity that might damage the Facility, its fixtures or equipment or detract from the image of the Authority.
- 3.5.51 The Operator must not use the Facilities as a night club, a live theatre venue, a drama centre, a concert hall or a live music venue without prior written permission from the Authority. The Operator is permitted to use Ice Sheffield to hold discos and ice productions on the ice rink pads ancillary to the operation of the ice rink. The Operator may utilise the ice hall for exhibitions or consumer festivals for up to 10 days per annum (excluding set up days), to be agreed with the Authority in advance. The Operator shall only host exhibitions or consumer festivals in excess of this annual allowance with the written approval of the Authority.
- 3.5.52 The Authority will be informed by the Operator at the time of booking of any such proposed event, reserves the right to cancel any such proposed event if it has not been approved by the Authority and will accept no responsibility for any loss incurred as a consequence of such a cancellation.
- 3.5.53 The Authority reserves the right to reject a booking from organisations with a political affiliation or those that are linked to pressure groups / lobbying groups whose association, whether direct or indirect with the Authority could result in reputational damage. If there is any doubt the Operator will refer this to the Authority for written approval.
- 3.5.54 At the Service Commencement Date there will be a number of pre-booked events, functions and other hire arrangements. The Operator must honour the dates and details of these bookings, including the terms and conditions prevailing at the time of the booking. The income for these will go to the Operator as part of the contract handover reconciliation where payment or partial payment has already been taken by the previous operator.

- 3.5.55 The Authority reserves the right to make use of the Facilities as a Polling Station and / or Count Centre as required for Parliamentary, Local Government or other Elections, By-Elections or Referenda. The Authority also reserves the right to make use of the Facilities in the event of an emergency. The Authority shall endeavour to give the Operator reasonable notice of such matters and the Operator shall ensure that all Facilities requested by the Authority are available for the purposes referred to in this condition.

Reporting requirements

- 3.5.56 The Operator shall submit a Programme of Use for each Facility two months prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year thereafter for the duration of the Contract Period for the Authority's approval and the Operator's implementation during the following Contract Year. Any proposed changes to the Programme of Use in the course of a Contract Year should be submitted to the Authority in writing for approval with supporting reasoning.
- 3.5.57 The Operator shall provide an annual Exercise Referral and Cardiac Rehabilitation Programme to the Authority one month prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year for the Authority's approval.
- 3.5.58 A Programme of Use progress update must be supplied to the Authority as part of the Quarterly Performance Report.
- 3.5.59 The Operator shall undertake a review of the Protected Bookings with the Authority's Authorised Officer at least one month prior to the submission of its Annual Service Plan for the subsequent Contract Year.
- 3.5.60 The Operator shall submit details of any failure to honour any events, functions and hire arrangements that are pre-booked at the Service Commencement Date as part of the Quarterly Performance Report.
- 3.5.61 The Operator shall maintain a record concerning actual use of all of the Facilities and activities and shall submit details of the outcome of programming reviews, activity usage and of any failure to meet the specified Performance Standards as part of the Quarterly Performance Report.

3.6 Pricing

Overall requirement

- 3.6.1 A pricing scheme that is consistent with and aligned to local market rates, ensuring that all sections of the community are able to access the Facilities and the Active Communities Service. The pricing scheme should be designed in a way that promotes the principles of equality of access and sustainability whilst meeting the Authority's strategic objectives and contribution to its local strategic outcomes.

Performance standards

- 3.6.2 The current pricing for the Facilities is set out in Appendix 4 Current Pricing / Fees & Charges. Hire charges agreed for pre-existing events and bookings and for regular and protected bookings are included in Appendices 2 and 3. Details of the current hire charges agreed with clubs / organisations with regular but unprotected bookings are included within the data room.
- 3.6.3 The Operator is free to set prices for all activities, services and memberships providing that a concessionary scheme is offered at the Facilities and for the Active Communities Service in accordance with Table 7, and subject to the following exceptions:

- > The Operator must honour the charges agreed for pre-booking events, functions or hire arrangements.
- > The Operator shall honour the hire / rent charges set out for third parties identified in any joint use / secured use / license / tenancy agreements in place at the time of the Service Commencement Date. The Operator may, from the first anniversary of the Service Commencement Date, seek to agree improved commercial terms with other parties to those agreements.
- > The Operator must honour existing hire cost arrangements for identified protected bookings in the first Contract Year, after which time the Operator is free to negotiate revised commercial terms with the relevant clubs / organisations. The Operator shall not apply revised commercial terms which result in the loss of a protected booking without the prior written agreement of the Authority.
- > The Operator shall hire swimming facilities to the Sheffield Swimming Service at a cost of £58.34 per hour for academic year 2024/25, to be increased by CPI on an annual basis on 31 January of each year for the subsequent academic year (September – August), unless otherwise approved in writing by the Authority. This will apply to the following Facilities:
 - Concord Sports Centre – half of main pool and teaching pool (exclusive use of whole of main pool and teaching pool to be hired at a cost of £116.68 for academic year 2024/25)
 - Heeley Pool – whole pool
 - Hillsborough Leisure Centre – teaching pool
 - Ponds Forge International Sports Centre – 1 competition pool pod or whole leisure pool
 - Springs Leisure Centre – whole pool
 - Graves Health & Sports Centre – main swimming pool
 - Thorncliffe Leisure Centre – main swimming pool

- 3.6.4 The Operator's pricing scheme shall be designed to encourage usage and attendance by all sections of the wider and local community and to support deliver of the Authority's strategic objectives, wide local outcomes and the objective of the Authority's Sport and Leisure Strategy.
- 3.6.5 The Operator must ensure pay and play / casual access is available for all types of activity and shall set pricing for pay and play / casual use at a level which encourages casual use amongst prospective customers who are unable to commit to a membership.
- 3.6.6 The Operator shall submit details of its pricing scheme as part of its response to the tender opportunity and this will be implemented in the first Contract Year up until 31 March 2025. The Operator shall submit an updated proposed pricing scheme to the Authority on 30 November of each Contract Year for approval for implementation from 1 April in the subsequent Contract Year. Any pricing increases on the previous year of CPI or less will be permitted by the Authority. Any pricing increases over CPI will be subject to the approval of the Authority.
- 3.6.7 The Authority will consider proposals from the Operator for differentiated pricing across the Facilities, where supported by a clear rationale and justification. This will be subject to the Authority's approval in writing.

- 3.6.8 The Operator shall offer a concessionary pricing scheme which, as a minimum, meets the requirements and applies to the groups set out in Table 7. This shall be in addition to providing discounted pricing across all areas for children under the age of 16.

Table 7: Concessionary pricing scheme requirements

Concession Group ¹	Concession	Applicable Activities
Any member of a household in receipt of Universal Credit	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types All learn to swim / coached activities for under 18s (or Care Leavers under 25)
Any member of a household in receipt of Housing Benefit	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types All learn to swim / coached activities for under 18s (or Care Leavers under 25)
Any member of a household in receipt of Income based Job Seekers Allowance	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types All learn to swim / coached activities for under 18s (or Care Leavers under 25)
Any member of a household in receipt of Council Tax Support	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types All learn to swim / coached activities for under 18s (or Care Leavers under 25)
Any member of a household in receipt of Income based Employment and Support Allowance	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types

¹ A "household" is based on who the claimant is responsible for – i.e. the household would include the claimant, partner living within the same dwelling and any dependent children.

Concession Group ¹	Concession	Applicable Activities
		All learn to swim / coached activities for under 18s (or Care Leavers under 25)
Any member of a household in receipt of Income Support	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types All learn to swim / coached activities for under 18s (or Care Leavers under 25)
Note – dependent children under 17 of families qualifying for the above means tested benefits should also be entitled to the discount.		
People (and their partners) in receipt of Pension Credit	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types
People in receipt of Disability Living Allowance	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types
People in receipt of Personal Independence Payments	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types
People in receipt of Attendance Allowance	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types
Children looked after by the Authority (Looked-after children)	Free access	All casual / pay and play admissions
	Minimum of 30% discount on standard price	All learn to swim / coached activities
Young carers (if they have a Young Carers Assessment or a letter from their school, GP, MAST / social worker or from Sheffield Young Carers as evidence that they are a young carer)	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types

Concession Group ¹	Concession	Applicable Activities
		All learn to swim / coached activities for under 18s (or Care Leavers under 25)
Care Leavers (a letter must be provided from the Leaving Care Service to qualify)	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types All learn to swim / coached activities for under 18s (or Care Leavers under 25)
Carers – unpaid adult carers with a Sheffield Carers Centre Carer Card (Carers Card must be shown to qualify)	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.) All membership types
Holders of a Sheffield Saver Plus Card (up to 31 March 2026)	Minimum of 30% discount on standard price	All casual / pay and play admissions Court hire (badminton, squash etc.)

- 3.6.9 Concessionary prices must provide a discount equivalent at least to that set out in Table 7 and those eligible for concessionary prices shall not be restricted to certain times of the day. The concessionary pricing scheme shall be pro-actively promoted, with the marketing of the scheme integrated into branding to avoid stigmatising or differentiating eligible customers.
- 3.6.10 The Operator shall work with the Authority to agree reasonable and practical eligibility check to be applied for the implementation of the concessionary scheme. Concessionary groups shall be reviewed annually as part of the review of the Operator's proposed Pricing Scheme to ensure they remain in line with the prevailing welfare and benefits system.
- 3.6.11 The Operator shall reassess customers' eligibility for the concessionary scheme on an annual basis.
- 3.6.12 In addition to a membership card scheme, the Operator shall operate an incentivised access card scheme for non-members which enables data to be captured on users and visit behaviour in accordance with Paragraph 2.4. This card should also be used for the administration of concessionary pricing and should be administered and branded in such a way as to avoid stigmatising or differentiating eligible customers.
- 3.6.13 Customers that have demonstrated their eligibility for the concessionary pricing scheme and hold the relevant access card will also be eligible for concessionary rates at Graves Health and Sports Centre, Thorncliffe Health and Leisure Centre and Wisewood Sports Centre up until 31 March 2026. The Operator will include this information within its marketing and terms and conditions for the scheme.
- 3.6.14 The Operator shall offer a range of membership and payment options including direct debit, annual payments, course payment and pay as you go.

- 3.6.15 No charges shall be collected by the Operator in respect of services extending beyond the Contract Period other than those authorised in writing by the Authority during the last year of the Contract Period.
- 3.6.16 The Operator must ensure that all current fees and charges, including membership fees, are prominently displayed in the reception area of the Facilities (and as appropriate in other areas of the Facilities) and on the Facilities' websites.
- 3.6.17 The Operator shall operate comprehensive and effective systems for cash and non-cash methods of payment and booking administrative services.

Reporting requirements

- 3.6.18 The Operator must provide proposals for pricing annually prior to the start of each Contract Year by no later than 30 November in the preceding Contract Year subject to the Authority's approval in writing. The Authority review of the pricing scheme will also consider if any amendments are required to the identified concessionary groups. Additional variations within a Contract Year will be considered by the Authority but are subject to the Authority's approval in writing.
- 3.6.19 The Operator must submit details of any failure to achieve the required Performance Standards as set out above as part of the Quarterly Performance Report.

3.7 Staffing and Skills Development

Overall Requirement

- 3.7.1 Sufficient and suitably qualified staff to provide the Services required in this Services Specification, to comply with legislation and industry guidance and to best contribute towards the Authority's wider local strategic outcomes and meets the strategic objectives.

Performance Standards

NCSEM Requirement

- 3.7.2 The Operator shall ensure that NCSEM staff that work at the Facilities are provided with beneficial access and / or membership rates for use of the Facilities equivalent to those provided to the Operator's own staff.
- 3.7.3 If required, the Operator will provide a reception function on behalf of the NCSEM. This includes recruitment, training and line management of reception staff. The Operator will employ reception staff and re-charge the NCSEM salary costs where additional staffing is required to cover NCSEM reception requirements outside of normal Facility opening hours.
- 3.7.4 Where a dedicated NCSEM reception area is not available, the Operator's staff shall provide a reception service which will include welcoming NCSEM patients / visitors as they arrive, logging their arrival on the NHS appointment system and directing them to NCSEM Areas to wait. The Operator shall not be required to provide any administration of the patient booking service or patient records.
- 3.7.5 Reception staff are provided access to NHS IT systems and are expected to comply with NHS policies. Reception staff shall provide day to day support for the centre, this includes welcoming and registering patients and visitors, completing administrative tasks, and communicating with clinician staff.
- 3.7.6 The Operator shall work with the NCSEM to create a matrix management system and consult with the NCSEM on all issues relating to reception staff, this includes performance, absences, recruitment and training.

General

- 3.7.7 The Operator shall be entirely responsible for the employment and conditions of service of its employees.
- 3.7.8 The Operator shall be solely responsible for the employment and dismissal of all staff employed at the Facilities and through the Active Communities Service, including all payments which may arise under the Employment Protection (Consolidation) Act 1978 and any amendments thereto. The Operator shall, at all times, be fully responsible for the payments of all salaries, wages, taxes, National Insurance contributions or levies arising out of employment. The Operator shall pay all eligible employees the Living Wage Foundation [Real Living Wage](#) as a minimum throughout the Contract Period.
- 3.7.9 The Operator shall, on request, provide a list of named staff with the necessary professional and technical competence as appropriate to fully discharge the requirements of this Services Specification in a safe and efficient manner.
- 3.7.10 The Operator shall ensure compliance in respect of all persons employed or seeking employment with the provisions of all employment legislation.
- 3.7.11 The Operator shall appoint an overall Contract Manager to be its Operator Representative. The Operator's Representative shall consult with the Authority as often as may be reasonably necessary for the efficient provision of the Services and shall attend meetings on a regular basis.
- 3.7.12 The Operator shall ensure that, as a minimum, staffing levels are appropriate to the size of the Facilities and that activities are delivered by suitably trained and qualified personnel.
- 3.7.13 The Facilities and Active Communities Service shall have a sufficient number of suitably qualified staff to provide the Services required by the Specification and to meet all relevant legislation and industry guidance.
- 3.7.14 The Operator shall also employ suitably qualified staff for School Holiday Programmes in accordance with relevant legislation.
- 3.7.15 The Operator shall ensure compliance with National Governing Body requirements with respect to staff as applicable to such body's sponsored sporting activity.
- 3.7.16 The Operator shall employ staff suitably trained in order to conduct induction training courses for all customers on exercise equipment in the fitness suites.
- 3.7.17 Staff employed, licensed or permitted to offer personal training services or to deliver coached activities and courses must be qualified to the appropriate level according to the Governing Body for the sport / activity or recognised training provider such as CIMPSA and in line with any required legislation. Staff employed to deliver exercise referral must be qualified to Level 2 (IFI) as a minimum. All qualifications must be checked prior to delivery commencing. The Operator must make available for inspection copies of certificates for coaches, instructors, activity leaders etc. to the Authorised Officer upon request.
- 3.7.18 The Operator is required to have sufficient suitably qualified and competent staff to create and appropriate welcoming and inclusive environment for all customers at all times. This includes every team member who customers encounter as part of their customer experience. Particular attention should be paid to ensure that the needs of vulnerable, underrepresented and priority audiences.

- 3.7.19 The Operator shall ensure that all customer-facing staff are knowledgeable about the health and wellbeing services available and are able to confidently signpost customers to where they can access specialist services (e.g. Cost of Living Crisis support, Tobacco Services, Weight Management Services).
- 3.7.20 The Operator shall employ sufficient qualified and experienced staff to ensure a high standard of service and customer care at all times. Accordingly, it will be necessary for the Operator to employ sufficient reserves of staff to provide these high standards in times of sickness, leave, training and other absences from work.
- 3.7.21 The Operator shall ensure that user data developed and shared through Open Data Institute standards can be analysed by training staff and reported on to support the Operator and Authority in determining the effectiveness of programming and interventions.
- 3.7.22 The Operator shall ensure that it employs sufficient suitably qualified staff to provide analysis, insight and customer engagement to support the development of a Programme of Use to reflect the Authority's strategic objectives and contribute towards its local strategic outcomes.
- 3.7.23 The Operator shall ensure that it employs sufficient and suitably qualified staff to design and deliver the Community Engagement Plan and shall provide training and continuous professional development opportunities in this area. The Operator shall also ensure that all staff receive basic training on community engagement as part of their induction which should include an overview of what is meant by community engagement, why it is important and the approach to community engagement as part of the delivery of the Services.
- 3.7.24 The Operator shall keep available and maintain an emergency maintenance back-up, qualified to the level of Technical Assistant, with a response time of not more than one hour, for response to any failure of equipment / plan under the Operator's responsibility at all times. A continuous back-up available to provide telephone solutions on request must also be provided.
- 3.7.25 The Operator shall ensure that appropriately qualified persons or sub-contractor companies carry out all maintenance and grounds maintenance / greenkeeping works.
- 3.7.26 The Operator is required to have sufficient suitably qualified competent staff within the building during all opening hours to comply with the agreed Emergency Action Plan.
- 3.7.27 The Authority is keen to ensure that all staff delivering the Services are well-supported and valued in order to promote the best possible service to customers. The Operator shall offer appropriate paternity / maternity, flexible working, training and career development packages.
- 3.7.28 The Operator must carry out an annual staff satisfaction survey and share the results with the Authority.
- 3.7.29 The Operator shall only employ staff that are registered on CIMPSA's Exercise and Fitness Career Stream or the Register of Exercise Professional or equivalent subsequent industry standard. The Operator shall ensure that any transferring staff that are not registered are registered within three months of the Service Commencement Date.
- 3.7.30 Any sub-contracted deliverers of activities should be bound by a Service Level Agreement between the Operator and deliverer to ensure the same standards as set out in this Services Specification and that, when required, replacement sports coaches can be found by the deliverer to ensure programmes can continue as planned.

- 3.7.31 The Operator should aim to employ staff from the local community and that are representative of the demographic profile of the City and of priority groups / localities that the Authority is seeking to engage through the Services. The Operator shall undertake annual workforce monitoring to measure this. Reports from such monitoring shall be provided to the Authority on an annual basis as part of the Annual Service Report.
- 3.7.32 The Operator must meet the Disclosure and Barring Scheme requirements adopted by the Authority, as outlined in Paragraph 3.8: Safeguarding, in relation to all staff employed in relation to the provision of Service including any third-party club and coach self-employed staff.
- 3.7.33 The Operator shall ensure compliance, where relevant, with the local OFSTED registration requirements, the relevant Authority Social Services Department, meeting the standards outlined in National Standards for under 8's Day Car and Child-minding as set out in The Children Act.
- 3.7.34 The Operator is required to have a qualified head office personnel HR support, for example Chartered Institute of Personnel and Development.
- 3.7.35 The Operator is required to have a comprehensive set of supporting policies for staff including disciplinary, grievance, safeguarding, training and induction processes in accordance with industry best practice.
- 3.7.36 The Operator shall submit written Codes of Conduct for both customers and staff to be approved by an Authorised Officer by the Service Commencement Date.
- 3.7.37 The Operator's staff should not conduct or present themselves in any way that, in the opinion of the Authorised Officer, is detrimental to the image or reputation of the Authority or which would not uphold the professionalism of the service.
- 3.7.38 No views should be expressed by the Operator's staff which could appear to represent the Authority's view of particular issues or policies. Enquiries on such matters which are received from the press must be referred to the Authorised Officer to reply on the Authority's behalf.
- 3.7.39 The Operator must ensure that TUPE is fully complied with and that the transfer of staff is handled smoothly and sensitively without any disruption to the service.

Training and staff development

- 3.7.40 The Operator shall have in place an industry-recognised continued professional development programme such as that provided by the Chartered Institute for the Management of Sport & Physical Activity (CIMPSA). It shall implement a scheme for the continued assessment and development of staff. The Operator shall ensure that, through individual staff training plans where applicable to each role, staff undertake regular training (including refresher and advances courses) to achieve qualifications relevant to their role. The Operator shall ensure that this is appraised at least annually.
- 3.7.41 The Operator will be fully responsible for all training of staff employed and must ensure that sufficient regular training is undertaken to:
- > Provide a high-quality service
 - > Ensure that all employees and volunteers are providing supervision of activities undertake and induction course which includes ensuring a full working knowledge of Normal Operating Procedures and the Emergency Action Plan.
 - > Ensure fitness and awareness to perform all duties required in an efficient and prompt manner

- > Ensure all staff receive regular training in customer care, health and safety, equality and diversity, safeguarding, mental health first aid, motivational interview techniques and the specific needs of target user groups
- > Provide all staff with an understanding of the approach to community engagement and its importance
- > All staff (including casual staff) to be used by the Operator, at any time, for poolside responsibilities must be qualified to the minimum standards laid down by the Royal Life Saving Society.

3.7.42 The Operator shall maintain detailed training records to include attendance at training sessions.

Apprenticeships, work experience placements and volunteering

3.7.43 The Operator must offer apprenticeships, paid work trials, placements and volunteer opportunities to local residents and must ensure that there are a number of apprentices employed in the Facilities and / or Active Communities Service at all times for the duration of the Contract Period.

3.7.44 The Operator shall also support local residents, particularly young people and adults with disabilities into work by:

- > Developing links with schools, special schools, Community Youth Services, further and higher education establishments to promote and encourage applications for apprenticeship posts provided
- > Delivering employability support (e.g. mock interviews, careers guidance etc.) to school leavers and college students each year
- > Providing work experience places each year for local school children
- > Providing work experience places each year for Young People Not in Education, Employment or Training (NEETs)
- > Providing work experience places each year for adults with disabilities
- > Actively promoting training courses such as life-guarding and coaching qualifications to the local community to encourage the up-skilling and potential employment of local residents.

Reporting requirements

3.7.45 The Operator must submit its staffing structure to the Authority one month prior to the Service Commencement Date and one month prior to each subsequent Contract Year thereafter.

3.7.46 The Operator shall submit to the Authority for its approval a training plan for all staff one month prior to the Service Commencement date and one month prior to each subsequent Contract Year thereafter.

3.7.47 The Operator shall include in the Annual Service Report to the Authority information on the extent to which the workforce is representative of the local demographic profile and or key target groups. Reporting should also include progress made in bridging skills gaps and any skill development activity planned for the following year, in line with a test and learn approach.

3.7.48 The Operator must submit details of any failure to maintain the overall requirement set out above as part of the Quarterly Performance Report

3.8 Safeguarding

Overall requirement

- 3.8.1 All activities and programmes involving young people and vulnerable persons are carried out adhering to legal and best practice safeguarding standards.

Performance standards

- 3.8.2 All staff delivering to or in contact with children and young residents and adults at risk must have a Disclosure and Barring Service (DBS) check in line with DBS guidelines. The Operator will be responsible for all costs relating to DBS checks.
- 3.8.3 The Operator must comply with all safeguarding legislation, statutory guidance and Authority Safeguarding policy to ensure all children, young residents and adults at risk are protected from abuse and neglect. All staff must be registered where a professional register exists.
- 3.8.4 The Operator will be required to submit their safeguarding policy and procedures for review before the Service Commencement Date, whenever the policy or procedures are amended and whenever deemed necessary by the Authority during the Contract Period.
- 3.8.5 All new staff are required to undergo safeguarding training prior to commencing work within the Facilities or the Active Community Outreach programme.
- 3.8.6 Existing staff are required to have refresher training on safeguarding annually as a minimum or when there are significant changes to legislation for the Authority's safeguarding policies.

Reporting requirements

- 3.8.7 The Operator must submit their safeguarding policy and procedures to the Authority three months prior to the Service Commencement date and as amended or upon request for the remainder of the Contract Period.
- 3.8.8 The Operator must submit details of any failure to maintain the required performance standards set out above as part of the Quarterly Performance Report.

3.9 Equalities

Overall requirement

- 3.9.1 The Services provided adopt a holistic and inclusive approach to equality of access and participation for all users, staff and volunteers regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Performance standards

- 3.9.2 The Operator shall employ, staff coaches, and instructors who promote and foster an inclusive approach to the provision of services. Appropriate equality and diversity training, disability inclusion training and specialist training for staff who deliver instruction or classes will be provided to new staff and periodically (at least every two years) as refreshers for existing staff. This should also include all head office staff that visit public facing areas, and specialist contractors involved in the delivery of services. The Operator shall identify a suitably qualified member of staff to have responsibility for ensuring delivery of this training.

- 3.9.3 The Operator must have in place an Equalities Policy which they must submit for review before the Service Commencement Date, whenever the policy is amended and whenever deemed necessary by the Authority during the Contract Period.
- 3.9.4 The Operator shall, where appropriate, implement guidance on equalities provided by National Governing Bodies. This should encompass all sports covered by the Facilities and Services in the scope of the Agreement.

Reporting requirements

- 3.9.5 The Operator must submit its Equalities Policies to the Authority three month prior to the Service Commencement date and as amended or upon request for the remainder of the Contract Period.
- 3.9.6 The Operator shall be required to undertake equalities monitoring of its staff and of users of the Services at least annually and in accordance with all relevant data protection legislation. The Operator shall submit to the Authority a breakdown of equalities information relating to staff employed and users of the Services within the Annual Service Report.
- 3.9.7 The Operator must submit details of any failure to maintain the required performance standards set out above as part of the Quarterly Performance Report.

3.10 Cleaning and Housekeeping

Overall requirement

- 3.10.1 Facilities that are maintained to a high level of cleanliness so as to provide a healthy, high quality and safe environment for all customers, allow for efficient and effective operational use of the Facilities and promoting a positive image of the Facilities at all times. This shall include NCSEM Areas as outlined in 3.10.2 - 3.10.8.

NCSEM requirement

- 3.10.2 The Operator will be required to provide cleaning services in the dedicated NCSEM Areas. All cleaning in NCSEM Areas shall be compliant with the standards set out in the Association of Healthcare Cleaning Professionals Manual.
- 3.10.3 Access and frequency for the provision of the cleaning service shall be agreed between the Operator and NCSEM, such parties endeavouring to do so three months prior to the Service Commencement Date.
- 3.10.4 An escalation process to allow for issues to be escalated as business critical and dealt with as a priority shall be agreed between the Operator and NCSEM, such parties endeavouring to do so three months prior to the Service Commencement Date.
- 3.10.5 The Operator shall be entitled to recharge all costs relating to cleaning in NCSEM spaces as set out in Schedule 25 (NCSEM).
- 3.10.6 A sample cleaning schedule for an NHS Outpatient Department is including at Appendix 5 for reference.
- 3.10.7 Waste segregation will need to comply with [Government guidance on applying the waste hierarchy](#). In addition, [Government guidance on applying the waste hierarchy to hazardous waste](#) should also be followed.

- 3.10.8 Any treatment areas likely to generate the waste streams highlighted in the “Treatment Area Waste Segregation Chart” healthcare waste streams will need to be collected by a specialised healthcare waste contractor. Any healthcare waste management provisions and collections will need to fully comply the Government guidance [Health Technical Memorandum 07-01: Safe management of healthcare waste \(March 2013\)](#).

Performance standards

- 3.10.9 The Operator shall provide cleaning services in the Facilities as required over the Contract Period to meet the overall requirement described in 3.10.1 - 3.10.8.
- 3.10.10 The Operator shall be aware, and factor into its cleaning schedule, that some cleaning requirements may, of necessity, require to be undertaken outside the public opening hours or need to be more intensive when events dictate e.g. on open days / during special events.
- 3.10.11 The Operator shall ensure that cleaning schedules are designed to meet cleaning requirements during peak periods.
- 3.10.12 The Operator must ensure that the Facilities are consistently maintained to the standard or cleanliness set out above. The Operator shall determine the precise nature of cleaning required in each centre depending upon the design, interior fitment and decoration of the building and usage levels.
- 3.10.13 The Operator shall determine the cleaning frequency for each area within the Facilities.
- 3.10.14 The Operator shall be responsible for litter-picking in the car parks at the Facilities.
- 3.10.15 The following standards are required to be met by the Operator:
- a. Routine Cleaning
- 3.10.16 The Operator shall carry out routine (planned) cleaning at times that causes minimal or no disruption to the use of the areas being cleaned. The Operator shall supplement routing cleaning with continuous and spot cleaning to achieve a consistently high quality of cleanliness / finish at all times. The Operator shall carry out other non-routine cleaning in order to achieve the required overall requirement.
- b. Reactive Cleaning
- 3.10.17 The Operator shall provide non-routine (reactive) spot cleaning requirements on a continual basis as required in all the Facilities. They shall ensure that the Facilities are comprehensively monitored for non-routine cleaning and that this cleaning is undertaken as and when necessary and in accordance with the agreed procedures for reactive cleaning as set out in the Operator’s Quality Management System.
- 3.10.18 The Operator shall ensure that all cleaning materials and equipment are appropriate for the job required and are used in accordance with the manufacturer's instruction, British Standards and relevant health and safety requirements.
- c. Deep and high-level cleaning
- 3.10.19 The Operator shall develop a robust schedule of ‘deep and high-level cleaning’ to maintain the required standards of cleanliness. This should include high level cleaning and deep cleaning of Facilities both internally and externally.

- 3.10.20 If, in the opinion of the Authorised Officer, standards of cleanliness or hygiene fall below an acceptable standard, the Operator shall be required to rectify this as soon as practicable.

Reporting requirements

- 3.10.21 The Operator shall submit copies of its cleaning schedules to the Authority upon request.
- 3.10.22 As part of the on-going capture of customer satisfaction, the Operator will provide robust information on customer satisfaction with the cleanliness of each of the Facilities.
- 3.10.23 The Operator shall submit details of any failure to maintain the required performance standards set out above as part of the Quarterly Performance Report.

3.11 Food and Beverages

Overall requirement

- 3.11.1 A high quality, value for money food and beverage service that offers a range of appetising and nutritious food and drink to customers including a full range of healthy food and beverage options that are developed in accordance with the with the [Government Buying Standards](#). Both 'mandatory' standards and 'best practice' standards should be complied with.
- 3.11.2 A collaborative approach to partnership with the Authority and its partner, the charitable foundation [Nesta](#), to trial and evaluate changes to the food environment to increase the likelihood of customers making healthier choices. This may include but is not limited to; reducing the availability of [high fat, sugar and salt \(HFSS\)](#) food and drink, price promotions on non-HFSS food and drink products only, changing the positioning of items to promote healthier choices, advertising only non-HFSS products, customer rewards for healthier choices.

Performance standards

- 3.11.3 The Operator must ensure that, as a minimum, the existing catering and vending areas provided at each Facility continue to be provided, unless otherwise agreed with the Authority.
- 3.11.4 The catering activities which shall be undertaken by the Operator include but are not limited to:
- > Compiling a nutritionally well-balanced menu to primarily feature healthy food and drink and catering for special dietary requirements
 - > Offering a range of meals, snacks and beverages which address the needs of all user groups, reflecting current trends with daily specials and seasonal variations
 - > Ensuring that all menus are reviewed on at least an annual basis
 - > Providing a counter service of food and beverages
 - > Providing a catering service for children's parties, including healthy party food options at no additional cost
 - > Providing a catering service and / or counter service of food and beverages as appropriate for special events
 - > Providing vending machines offering a range of hot and cold drinks, healthy and light snacks and a limited selection of confectionary
 - > Offering a licensed service providing a range of beers, wines and spirits comparable with customers' requirements

- 3.11.5 The Operator shall provide a comprehensive food and drink selection that caters for different groups of customers as well as different dietary requirements including provision for:
- > NGBs, elite athletes and sports coaches
 - > Community, club, disability and school customers
 - > Staff members and volunteers
 - > Group / individual visitors and spectators
 - > Vegetarians, vegans and persons with particularly dietary needs e.g., gluten-free
 - > Diverse cultural and religious background of customers
 - > Customers at special functions and events
- 3.11.6 The Operator is required to provide a licensed service as required during events as appropriate. Licensed services are to be offered if required for a private function or requested by a hirer subject to authorisation from the Authorised Officer.
- 3.11.7 The Operator must obtain and / or renew licenses as necessary for the provision of the food and beverage services.
- 3.11.8 The Operator may sub-contract food and beverage services including vending.
- 3.11.9 The Operator shall ensure that a healthy, balanced menu is offered that is updated frequently. The Operator shall ensure that the marketing associated with the catering facilities focuses on and promotes healthy eating options and links to local health eating campaigns and key health messages identified through Public Health agencies.
- 3.11.10 The Operator shall promote and develop healthy food and beverage products by:
- > Linking calorific intake to activity levels for a balanced lifestyle with clear labelling
 - > Ensuring food and beverage offers are based around healthy options and choices, using this as an opportunity to educate and promote the benefits of healthy eating to customers and the general public
 - > promoting a new attitude towards healthy eating with a responsible approach to educating customers
- 3.11.11 The Operator shall work in partnership with the Authority and its partner, the charitable foundation Nesta, to trial and evaluate changes to the food environment to increase the likelihood of customers making healthier choices. The type, number and scale of trials will be determined in collaboration with the Authority and Nesta, taking into account feasibility and financial viability.
- 3.11.12 The Operator shall work in partnership with the Authority and the [Bite Back Youth Board](#) to support young people to influence their food environment and improve the food environment in public spaces.
- 3.11.13 The Operator will work with the Authority and Nesta to roll out and implement trials that meet mutually agreed criteria over the Contract Period. Examples of the potential interventions that could be trialled and evaluated include (but are not limited to):
- > Reducing the availability of high fat, sugar and salt (HFSS) food and drink (see [HFSS profiling tool](#) for further information on food categorisation)

- > Price promotions on non-HFSS food and drink products only
- > Changing the positioning of items to promote healthier choices
- > Advertising only non-HFSS products
- > Reformulating or reducing portion size of food and drink to be healthier
- > Customer rewards for healthier purchases

- 3.11.14 The Operator must adhere to other policies regarding appropriate places for consumption (away from activity areas) and sale of inappropriate products such as chewing gum.
- 3.11.15 The Operator must comply with EC Regulation No. 852 / 2004 (as amended by the General Food Hygiene (Amendment) (EU Exit) Regulations 2019) and the Food Safety Act 1990 and associated regulations such as the Food Safety and Hygiene Regulation 2013.
- 3.11.16 The Operator will be expected to obtain a 5 Star score from the National Food Hygiene Rating Scheme within 12 months of the Service Commencement Date.
- 3.11.17 The Operator must ensure that all food handlers are qualified to Level 2 Food Safety & Hygiene for Catering and have regular training in food hygiene.
- 3.11.18 The Operator shall ensure that trays, litter and other debris shall be cleared away and tables wiped periodically to provide a tidy and clean environment at all times.
- 3.11.19 The Operator shall ensure that as a minimum the catering services shall be subject to an annual hygiene inspection (if requested) by the Authority's Environmental Health team.
- 3.11.20 The Operator shall ensure that catering service satisfaction is measured as part of the on-going collection of customer feedback. The Operator shall ensure that the catering equipment, crockery and eating utensils are maintained in a clean, functional and hygienic condition, in compliance with all applicable health and safety regulations.
- 3.11.21 The Operator shall ensure that the provision of the catering services complies in all respects with relevant health and safety regulations. The Operator shall ensure that appropriate safe methods of work i.e., risk assessments are in place and all staff have access to relevant information relating to health and safety and risk assessments.
- 3.11.22 The Operator shall ensure that all accidents and near misses are recorded in accordance with health and safety regulations and its own procedures and in accordance with Paragraph 3.15: Health and safety management.
- 3.11.23 The Operator shall, wherever possible, make use of locally sourced produce and suppliers to contribute to the local economy and improve sustainability.

Reporting requirements

- 3.11.24 The Operator must submit details of any failure to maintain the required performance standards set out above as part of the Quarterly Performance Report.

3.12 Community engagement and insight

Overall requirement

- 3.12.1 An ongoing programme of community engagement and audience research that captures the needs and views of the whole community, both service users and non-users to inform the Operator's approach to the design and delivery of the Services. Where possible this will include co-design of activities with members of target communities and those who support them.

Performance standards

- 3.12.2 The Operator shall carry out a regular and ongoing programme of community engagement and audience research to meet the overall requirement. The Operator shall demonstrate a commitment to community engagement as part of its 'Business as Usual' approach to the delivery of the Services and all staff should be familiar with this approach. The Operator shall have an identified accountable officer for community engagement and insight within its senior leadership team.
- 3.12.3 The Operator shall provide an annual Community Engagement Plan to the Authority for approval on an annual basis, highlighting priority audiences to engage with and identifying for each priority audience:
- > Key partners and gatekeeper organisations
 - > Proposed engagement processes
 - > Key research questions
 - > Intended outcomes
 - > Who is responsible for implementation
 - > Planned timeframes for implementation
- 3.12.4 Priority audiences will be identified in partnership with the Authority and be based on an understanding of local need and priorities. This will take account of local inequalities and overlaps between groups which can exacerbate inequalities, rather than be targeted at general demographic characteristics. Wider system partners (e.g. Integrated Care System (ICS)) should also be consulted where partnership working in an anticipated component.
- 3.12.5 It is expected that the Plan will evolve over the course of each Contract Year. The Operator shall share updated versions of the Plan as revisions and additions are made. Major revisions (e.g. the removal or addition of an audience) shall be subject to the Authority's written approval. The Operator shall be responsible for delivering the agreed Community Engagement Plan.
- 3.12.6 The Operator shall employ sufficient and suitably qualified staff to design and deliver the Community Engagement Plan and shall provide training and continuous professional development opportunities in this area. The Operator shall also ensure that all staff receive basic training on community engagement as part of their induction which should include an overview of what is meant by community engagement, why it is important and the approach to community engagement as part of the delivery of the Services.
- 3.12.7 The Operator shall put in place and maintain suitable mechanisms for analysing the results of community engagement, capturing and collating insights gathered and ensuring they can be applied to decision-making in a timely manner. Informal mechanisms through which staff, volunteers and community members can submit ad hoc or anecdotal feedback and / or suggestions should also be implemented.

- 3.12.8 The Operator will be required to use analysis of existing member and casual user data and other sources of local intelligence and data to identify where inactive and less residents and those at higher risk of experiencing health inequalities live within the local area to deliver targeted campaigns for the Facilities and Active Communities Services to these cohorts.

Reporting requirements

- 3.12.9 The Operator must ensure that a Community Engagement Plan is submitted to the Authority one month prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year.
- 3.12.10 The Operator must ensure that a report on progress against the Community Engagement Plan and any failure to deliver the overall requirement and performance standards set out above is submitted as part of the Quarterly Performance Report. This report shall include progress against planned activities, key learning and how this will shape future delivery of the Services, and any proposed changes to the Community Engagement Plan.

3.13 Marketing and communications

Overall requirement

- 3.13.1 An approach to marketing and communication that promotes the Facilities and the Active Communities Service in a way that best represents the local community, supports the Authority's strategic objectives for the Agreement and contributes towards local strategic outcomes.

Performance standards

- 3.13.2 The Operator shall be required to market and promote the Services by means of the complete range of marketing communications at their disposal.
- 3.13.3 The Operator shall develop a Marketing Plan for the Facilities and the Active Communities Service to ensure that existing and potential customers are made aware, through a wide range of channels, of the service being offered and are encouraged to use and re-use the Services. The plan will be informed by the programme of community engagement, research and insight set out in Paragraph 3.12 and will include opportunities for community engagement and co-production.
- 3.13.4 The Operator shall ensure that the Marketing Plan is used as a key tool in promoting the Services and Facilities. The materials and channels employed should reflect the Authority's ambition to raise the profile of opportunities and increase participation in movement, physical activity and sport.
- 3.13.5 The plan shall promote the full range of community activities as alongside 'commercial' activities and centre memberships, including the Active Communities Service. It should also promote linked services, not delivered by the Operator, on behalf of partners and other organisations where these support the Authority's strategic objectives, e.g. social prescribing.
- 3.13.6 The Marketing Plan shall identify the approach to marketing to be undertaken by the Operator to attract and retain users resulting in increased participation in the physical activity and related wellness services on offer, particularly amongst inactive or less active groups and those at higher risk of experiencing health inequalities.
- 3.13.7 The Marketing Plan will include plans for the distribution of materials both within and beyond the Facilities and for digital and print materials. It will set out how the Operator will work with partners and community leaders to market the Services and will consider mechanisms to take advantage of word-of-mouth channels, for example through "community champion" or ambassador roles.

- 3.13.8 All marketing materials will use language and imagery which is inclusive, culturally sensitive and reflective of the diversity of the local community, including typically underestimated audiences in a wellness and physical activity space. Materials should be tailored to specific target audiences and the context in which the communication will be seen.
- 3.13.9 Marking materials will portray:
- > A diverse range of people in the roles of participant, volunteer or paid workforce
 - > People with a range of abilities
 - > A broad definition of physical activity and other wellness opportunities, taking place in a range of community spaces (i.e. not just traditional leisure centre environments) where relevant
 - > Inclusive and flexible activewear, with subjects portrayed as participating in whatever attire they feel comfortable in, subject to safety and safeguarding implications
 - > The immediate rewards of being active including boosting mood, social connection and sense of belonging
- 3.13.10 The Operator is required to work with the Authority and its partners in the delivery of services. This will include a requirement for the Operator to manage all display areas within the Facilities including those used for cross-venue selling, proactively requesting and updating material for inclusion (see also 3.4.25).
- 3.13.11 The Operator shall implement a modern and consistent approach to branding across all marketing and communications which is compatible with and complimentary to the Authority's corporate image. The Operator must ensure that the Service has strong branding which links to the Authority's strategic objectives and enhances the reputation of the Authority.
- 3.13.12 The Operator shall ensure that the Facilities are promoted as Authority Facilities and that the Authority and, where relevant, Sport England and NCSEM, are recognised in all marketing material and signage produced by the Operator specifying the Facilities. External signage, signage in reception areas and all promotional mediums including website and published materials should include, in equal size and prominence as the Operator's logo, the Authority and, where relevant, NCSEM logos.
- 3.13.13 The Operator will be required to install and maintain the necessary ICT capacity to enable it to use the latest relationship management and data marketing techniques. The Operator shall make use of a wide range of channels, led by audience insights into which channels are most used and most trusted.
- 3.13.14 The Operator must maintain a website which is visually engaging and easy to navigate and incorporates booking and transactional capacity (see also Paragraph 3.4: Customer Care).
- 3.13.15 The Operator must maintain appropriate social media channels through which they should provide regular, accurate and engaging content for residents, including targeted content for priority groups. The Operator should also see to utilise other technologies including mobile phone apps and targeted communications such as email and text messages, as audience insight dictates.
- 3.13.16 The Operator shall have a digital marketing platform that is used to communicate targeted messages to specific groups or localities.
- 3.13.17 The Operator must have a planned approach to relationship management and digital marketing and carry out full evaluations of this including website hits, downloads, open email etc.

- 3.13.18 The Operator shall ensure that there is digital and printed information available on the opening hours of the Facilities, services, activities and prices at all times.
- 3.13.19 The Operator shall ensure that this information is also made available to all local Tourist Information Centres, other departments of the Authority, other sports facilities throughout the City, within local GP Practices, community centres, public libraries and, where appropriate, to local clubs, organisations and schools.
- 3.13.20 The Operator shall ensure that no publicity material or notices are produced or displayed in handwritten form. The Operator shall ensure that no publicity material whatsoever is affixed to walls, door glass or any surface with adhesive tape or adhesive putty.
- 3.13.21 The Operator shall ensure that all standards laid down by the Advertising Standards Authority and Trading Standards Board are adhered to at all times.
- 3.13.22 The Operator shall provide appropriate versions of published materials for people with protected characteristics as defined in the Equality Act 2010.
- 3.13.23 The Authority reserves the right to make use of appropriate display space within the Facilities, free of charge, for promotional and publicity material.
- 3.13.24 The Operator shall, from time to time, be expected to support activities being run by the Authority either through cross-promotion or by being present at an event.
- 3.13.25 The Operator will be responsible for monitoring the publicity material displayed by clubs and other hirers / tenants of the Facilities to ensure material is up to the standard agreed by the Authority and the Operator, and that permission is requested by clubs, hirer etc. in the first instance.
- 3.13.26 The Operator shall ensure that club notice boards are retained and clearly names, and that no information shall be displayed outside of the notice board area.
- 3.13.27 The Operator will support Yorkshire Sport Foundation, NGBs, Move More and other partners through promotion of their activities and initiatives and supplying them with updates on the Operator's programmes.
- 3.13.28 The Operator will promote joint programmes set up with partners and promote partner websites through web links at no charge to the partner.
- 3.13.29 The Operator may, only with the Authority's prior written approval in accordance with this Agreement, sell a limited amount of advertising space within the Facilities. The Operator shall not negotiate any agreement with any third party beyond the Expiry Date of the Agreement.
- 3.13.30 The Operator may seek sponsorship for events and activities. The Authority reserves the right to veto any sponsorship which could result in reputational risk / damage to the Authority.
- 3.13.31 Should the Operator wish to enter into third party sponsorship / advertising agreements / promotion, such arrangements must be approved in advance in writing by the Authority.
- 3.13.32 The Operator shall ensure that no advertising / publicity material likely to cause offence to or mislead the public, or cause embarrassment to the Authority is used. The Authority retains the right to veto and advertising or promotional material which is likely to breach this condition and the Operator shall remove such material immediately. The Authority accepts no responsibility for any loss incurred as a result of the removal of such material.

3.13.33 The Operator shall adopt a partnership approach to external communications by submitted draft copies of any press releases or media statements to the Authority for approval prior to them being issued. The Authority shall be permitted to include a statement from its own officers or Elected Members as part of the communication if deemed relevant.

3.13.34 The Operator shall ensure that compliance with the Marketing Plan is assessed annually.

Reporting requirements

3.13.35 The Operator shall ensure that a Marketing Plan is submitted to the Authority once a month prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year.

3.13.36 The Operator shall ensure that a report on progress against the Marketing Plan and any failure to deliver the overall requirement and performance standards set out above is submitted as part of the Quarterly Performance Report.

3.14 Data and ICT management

Overall requirement

3.14.1 The provision of a robust, innovative Information and Communications Technology (ICT) system which supports every aspect of delivery of the Agreement and the Agreement's strategic objectives. It includes both quantitative and qualitative data and enables a high quality of customer service. It can comprehensively record, track and report on customer, staff and volunteer profiles and service usage. This will enable the Operator and Authority to effectively measure the Operator's performance in meeting the Authority's strategic objectives and contribution towards wider local strategic outcomes through the performance indicators based on high quality data collection.

3.14.2 The Operator shall ensure that the ICT system complies with the obligations set out in Part 4 – Performance, Reporting and Records (Clauses 19 to 25 of the Agreement).

Performance standards

3.14.3 The Operator will be required to install an ICT suite that can manage all data requirements across the Agreement. This includes analysis of operations, programme, member and casual user data to support the effectiveness of the Service including the Active Communities Service. This also includes data from community engagement and insight activity.

3.14.4 The Operator shall ensure that fully functioning and efficient ICT systems are maintained throughout the Services for the duration of the Contract Period.

3.14.5 The Operator shall comply with the provisions of clause 55 and Schedule 13 of the Agreement. The data must be handed back in full to the Authority or any new operator at the end of the Contract Period at no cost to the Authority and the Operator may not make copies or store the data for its own subsequent use.

3.14.6 Where data has been gathered as part of a grant funded programme it must be stored securely for a period of 6 years after the project has finished or longer if specified by grant conditions.

3.14.7 Opportunity data must be published openly in compliance with the OpenActive data standards. Opportunity data includes description and availability of classes, sports halls and pitches, courses and ticketing. All booking systems must be fully conformant with the [OpenActive data standards](#).

- 3.14.8 The Operator is encouraged to participate in sector initiatives (such as DataHub and Moving Communities) supporting the standardisation and processing of participation data to generate sector-wide insight and valuable benchmarks that can be used to track performance and understand best practices for continuous improvement across all local authorities and Operators.
- 3.14.9 The Operator's ICT system must have, as a minimum, the following capability:
- > Online booking and payments, block bookings and facility hire
 - > A fully integrated swipe card membership system which allows authorised entry into designated areas regardless of where the membership was initially taken out by the customer (subject to membership status)
 - > Usage and membership tracking enabling the Operator to track participation and collect the information required for the Performance Indicators. This also includes tracking of usage by casual users through a registered casual user card, and tracking usage of target groups and post code analysis to enable measurement of participation by residents from areas with higher levels of deprivation and higher levels of inactivity and health inequalities
 - > Real-time tracking of income and expenditure
 - > Online training and web performance
 - > Data sharing protocols with partners
 - > Comprehensive databases on customer groups accessible by authorised staff at all customer reception points
 - > Integration with suitable survey software to enable community engagement, research and evaluation activities
- 3.14.10 The Operator shall ensure that its administration and finance systems are digitally based and compatible with the Authority's systems (e.g. Microsoft Office).

Reporting requirements

- 3.14.11 The Operator is required to make best use of its ICT systems to report on the Performance Indicators linked to the Authority's strategic objectives and contribution towards wider local strategic outcomes. This includes collecting real-time data on participation and engagement with the service.
- 3.14.12 The Operator must submit details of any failure to provide open data as part of the Quarterly Performance Report.
- 3.14.13 The Operator must submit details of any failure to maintain the required performance standards set out above as part of the Quarterly Performance Report.
- 3.14.14 Should the Authority wish to analyse any specific ICT reports the Operator must produce the relevant report within seven business days from the initial request.

3.15 Health and safety management

Overall requirement

- 3.15.1 Services that fully comply with all relevant health and safety legislation, guidance and recognised industry best practice.

- 3.15.2 Services that implement continuous improvement of Health and Safety management, capturing and implementing learning and good practice throughout the Contract Period.
- 3.15.3 Provide a service that demonstrates that keeping people acceptably safe, avoiding life changing injuries and compliance with health and safety legislation and guidance as a minimum standard of acceptable performance.
- 3.15.4 Provide a service which demonstrates improvement in the health, safety and welfare standards for people over the Contract Period.
- 3.15.5 Implement and maintain a health and safety management system that conforms to the HS(G)65 or ISO45001 model. External certification to ISO 45001 is not essential if this model is used.

Performance standards

- 3.15.6 The Operator shall comply with all relevant health, safety and welfare legislation including specifically the Health and Safety at Work etc. Act 1974.
- 3.15.7 The Operator must implement and maintain a health and safety management system that conforms to the HS(G)65 or ISO45001 model.
- 3.15.8 The Operator must maintain a system that includes competent health and safety advice.
- 3.15.9 The Operator must provide one member of staff of sufficient authority and responsibility who will act as the “Appointed Person” for Health and Safety. This person must hold the NEBOSH National Certificate in Health and Safety or equivalent and must be written into policy and job description. This job role will act as the contract coordinator for all matters relating to health and safety.
- 3.15.10 All health and safety documentation shall be available for inspection by the Authority or other authorised bodies / persons at any reasonable time.
- 3.15.11 The Operator shall have documented arrangements to review all new, updated and existing relevant guidance relating to the management of health and safety in sports and leisure facilities and services.
- 3.15.12 The Operator shall submit to the Authority’s Authorised Officer a Health and Safety Policy including the following written documents upon the Service Commencement Date:
 - > Written policy on all appropriate safety training guidelines
 - > Risk assessments for tasks and activities with significant risk
 - > Codes of practice for safe work
- 3.15.13 And the following within the first three months of the Contract Period:
 - > Written policy for staff in reporting / dealing with violence
 - > Written policy on incidents and accidents
 - > Evidence compliance with HSG 179
 - > Codes of safe working practices
 - > Risk Assessment Guidelines
 - > Codes of Safe Working Practice.

- 3.15.14 All of the above documents shall be reviewed by the Operator regularly (normally annually) and when there is reason to believe improvements may be needed, e.g., following an incident, on the introduction on new legislation or working practices and on the introduction of new equipment, plant or staff.
- 3.15.15 The Operator shall conduct reviews of the strategic risks of the organisation and operation and use this as the basis of a safety management system and for business planning. The strategic risk assessment shall be reviewed at least annually by the senior management team and the results of this review will be available to authorised persons.
- 3.15.16 The Operator shall comply with all relevant regulations including the requirements of the Management of Health and Safety at Work Regulations 1999, and in particular, the duty to make suitable and sufficient risk assessments of all the significant hazards associated with the premises, operations and services under their control, including NCSEM Areas.
- 3.15.17 The Operator shall carry out risk assessments, including for NCSEM Areas, which should be updated and reviewed at least annually and be available to the Authority at any time.
- 3.15.18 The Operator shall carry out risk assessments and revise them:
- > If there is an accident where a change is required to prevent any recurrence
 - > If a new task (for staff) or activity (for members of the public) is introduced where a new risk assessment is required before commencement
 - > Before and after a new item of plant or equipment is purchased for use which may change the risk or operation
 - > If a change to the building or premises is planned where new / revised arrangements for its safe use will be needed
 - > When there is a significant change of personnel carrying out the task
 - > On the introduction of new legislation
- 3.15.19 The Operator shall consult with staff on safety issues that affect their safety at work.
- 3.15.20 The Operator shall consult with industry bodies, user groups and neighbours on safety issues that affect the safety of people when deciding policy, conducting risk assessments and agreeing actions to prevent accidents e.g., as part of accident investigation process.
- 3.15.21 The Operator shall complete a fire risk assessment, including for NCSEM Areas, by a competent person. These shall be reviewed and updated whenever necessary and at least once per year. The Operator shall ensure that copies are available to all staff, neighbours, tenants and landlords and for inspection by the Authority at all times.
- 3.15.22 The Operator shall provide safe up to date working procedures for all activities, equipment, cleaning and tasks rigging / de-rigging, undertaken by staff.
- 3.15.23 The Operator shall ensure that all staff, agents or suppliers who may be required to enter the Facilities are fully aware of all relevant rules and procedures concerning safeguarding, health and safety at work, fire and emergency arrangements. This includes the relevant sections of the Asbestos Register, COSHH assessments and the regular recording and “signing-in” of sub-Operators (permit to work system).

- 3.15.24 The Operator shall ensure that all surface water and other liquid spillage within internal areas causing dangerous floor services is dealt with immediately on identification of the problem and documented appropriately.
- 3.15.25 The Operator shall comply with all requirements of the Health and Safety (First Aid) Regulations 1981 as amended, including the provision and maintenance of adequate equipment, facilities and first aid personnel.
- 3.15.26 The Operator shall ensure arrangements for first aid cover for customers, visitors and participants based on the operation and activities are in place.
- 3.15.27 The Operator will ensure that First Aiders are appropriately trained and retrained as required, and that both employees and customers are adequately informed of the arrangements made in connection with First Aid.
- 3.15.28 The Operator shall physically check the First Aid equipment, including any defibrillators (AED's) and supplies weekly and shall ensure that a record of such checks is available for inspection by the Authority.
- 3.15.29 The Operator shall ensure that the Facilities have a minimum of one trained appointed First Aider on Site at all times during opening hours.
- 3.15.30 The Operator shall display information in all public areas stating how to obtain appointed first aiders in a prominent apposition on the wall in the reception area at each Facility.
- 3.15.31 The Operator shall ensure that all staff are competent and adequately equipped to undertake all health and safety responsibilities relevant to the individual roles and duties. A training needs analysis will be conducted to plan training requirements which will include all job roles.
- 3.15.32 The Operator shall maintain a record of training undertaken by staff with respect to health and safety training. The record shall include records of what knowledge or skill the person obtained.
- 3.15.33 The Operator shall include health and safety training in the staff induction programme and provide appropriate refresher training in accordance with industry guidance.
- 3.15.34 The Operator shall ensure that all signs relating to exits and fire exits are to the standards required by health and safety legislation and the requirements of Fire and Licensing Officers in respect both of general operation and of special events. For the avoidance of doubt, the Operator shall by default be the 'responsible person' as defined by the Regulatory Reform (Fire Safety) Order 2005 unless a suitable alternative is agreed in writing in accordance with the terms of the Agreement.
- 3.15.35 The Operator shall ensure that all exits are not blocked at any time and are cleared of rubbish and debris and are checked regularly as part of daily inspections by duty managers or other named job role.
- 3.15.36 The Operator shall maintain records of cleaning and maintenance of plant and equipment relevant to the minimisation of any possible infectious diseases, in particular with respect to:
- > Air conditioning and ventilation systems
 - > Showers, toilets and hot water systems
 - > Pest control
- The Operator shall maintain records of inspection and testing in accordance with the statutory scheme outlined by a competent person to maintain safety, in particular with respect to:

- > Air conditioning and ventilation systems
- > Electrical systems
- > Pressure systems
- > Lifting equipment
- > Ventilation and air handling equipment
- > Grinding wheels
- > Fuel and health systems
- > Machine guarding
- > Boilers, condensers, engines and pumps (e.g., those covered above, and which could, through poor maintenance, fitting or operation, produce CO)

- 3.15.37 The Operator will ensure that any and all cooling towers or evaporative condensers are notified to the licencing authority with correct and up to date details in compliance with the Notification of Cooling Towers and Evaporative Condensers Regulations 1992.
- 3.15.38 The Operator must maintain records of precautionary measures carried out and of monitoring results. If monitoring shows an increased level of risk, or changes are made to a system or the way it is operated, the Operator must inform the Authorised Officer and, if necessary, carry out a new risk assessment.
- 3.15.39 The Operator will ensure that every employee and temporary employee and agency worker receives a suitable induction which covers the safety policy expectations, safe working practices and the controls required to conduct their job safely. The induction should also cover how to get help and assistance and how supervision is provided. Each person being inducted should provide evidence that they have read and accepted the information and know how to get further help e.g. by way of a short text, exam, or demonstration of skills to perform the role, or a mix of these things as appropriate.
- 3.15.40 The Operator shall provide sufficient numbers of qualified employees to be present at all operating times across the Facilities to ensure the safety of employees, customers and sub-operators.
- 3.15.41 The Authorised Officer retains the absolute right to, at any time, issue instructions to the Operator and its contractor prohibiting unsafe practices and, if necessary, require the closure of any facility or building in the interests of Health and Safety.
- 3.15.42 Any facility or equipment in an unsafe condition shall be withdrawn from use immediately and stored safely until the necessary repairs can take place. A log of these items of equipment, plant or locations shall be maintained and made available to the Authority.
- 3.15.43 The Operator shall permit access at all times during the Minimum Opening Hours to all areas of any Facility by the Authority, any relevant corporate health and safety advisor, Licensing Officer, Environmental Health Officer, Fire Officer, or officer of the Health and Safety Executive that has responsibility for matters concerned with health and safety or for the purpose of inspecting plant and equipment. The Operator shall provide assistance to these officers as requested and in accordance with both parties' legal obligations and in the interests of ensuring safety and good working practices and health business relationships.

- 3.15.44 The Operator shall inform the Authorised Officer by the quickest practicable means, of any visit, inspection, or inquiry made by any Enforcement Authority (HSE / Local Authority / Fire Officer etc.) in connection with the undertaking, and of any subsequent enforcement action, including informal advice.
- 3.15.45 The Operator shall ensure that all aspects of the Personal Protective Equipment (PPE) Regulations 2002 are adhered to and that suitable hearing, respiratory and eye protection is provided, as necessary.
- 3.15.46 The Operator shall set out the levels, types and quantities of protective clothing and equipment to be provided for each job role and / or operation. The Operator shall also detail the minimum frequency with which all protective clothing and equipment shall be replaced. The Operator will assess the use and suitability of the selected PPE and will ensure that training on its use, limitation, fitting and replacement are provided before it is expected to be used.
- 3.15.47 Records of issue of PPE to employees shall be kept by the Operator and made available for inspection by the Authority when required.
- 3.15.48 The Operator shall at all times ensure compliance with maximum occupation levels for each area within the Facilities as stipulated in the Fire Risk Assessment and / or Public Entertainments Licence if applicable.
- 3.15.49 Each ice rink pad is to be limited to a maximum of 790 skaters at any one time.
- 3.15.50 The Operator shall monitor and maintain safe occupancy levels bearing in mind the numbers and qualifications of staff on duty at the time and the nature of the activity taking place.
- 3.15.51 The Operator shall control public throughput of the Facilities as stipulated in the Fire Risk Assessment and / or Public Entertainments License if applicable.
- 3.15.52 The Operator shall monitor and maintain safe occupancy levels bearing in mind the numbers of qualifications of staff on duty at the time and the nature of the activity taking place.
- 3.15.53 The Operator shall control public throughput of the Facilities to a level that does not jeopardise the safety of customers, reduce hygiene standards or compromise the provision of a quality service. The Operator shall keep records of induction sessions and make them available for inspection by the Authority when required.
- 3.15.54 The Operator shall carry out suitable and timely risk assessments for all children's holiday schemes.
- 3.15.55 The Operator shall ensure that all catering services provided by the Operator or concessions / sub-contractors and event contractors are in accordance with the Food Safety Act 1990 and the regulations and order made thereunder and with particular regard to any existing Food Hygiene Orders.
- 3.15.56 The Operator shall submit detailed procedures and action plans to deal with evacuation and emergency procedures for all buildings and shall inform the Authority in writing of any subsequent alterations necessary because of changes in legislation, changes in the Facility or improvements to the procedures.
- 3.15.57 The Operator shall provide all staff, where necessary, with instructions regarding emergency procedures, fire procedures including check / inspection and test procedures. The Operator shall ensure that all staff are fully conversant with such procedures and use of emergency equipment from the start of employment.

- 3.15.58 The Operator shall enforce strictly all fire safety regulations and shall carry out practice evacuation drills at least every 6 months on a scheme which covers all opening scenarios over time. A record of the event, and correction actions to ensure safe evacuation in future should be maintained. This record should include details of staff taking part, time taken for evacuation, areas for improvement etc.
- 3.15.59 Regular checks must be taken on firefighting equipment, including an annual service of such equipment by a recognised company.
- 3.15.60 The Operator must ensure that hazardous materials or equipment at the Facilities, which are to be used in the provision of the Services are kept under proper control and safekeeping, are properly and clearly labelled on their containers, and comply with the relevant Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended). The Operator shall provide staff with training based on written procedures on the safe storage and handling of any hazardous substances. The Operator must also ensure COSHH data sheets are easily accessible at each Facility, for ease of reference should an accident involving any chemicals occur.
- 3.15.61 The Operator shall have a system to ensure that all cleaning materials, substances, chemicals and equipment are appropriate for their required function and are used safely.
- 3.15.62 The Operator shall be responsible for ensuring compliance with all relevant legislation, recommendations, regulations or Acts of Parliament with respect to the reporting of accidents, injuries, dangerous occurrences and diseases. This will include maintenance of all documentation, and notification to the HSE or Enforcing Authority in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- 3.15.63 The Operator must maintain comprehensive records of:
- > All injuries involving staff, members of the public and sub-contractors that are reported
 - > Records that all staff receive training on the procedures for reporting incidents and accidents, who the nominated persons are and what information will be required
 - > The persons nominated to complete accident reports and complete RIDDOR reports
 - > Evacuations, emergencies, dangerous occurrences and unusual incidents occurring at the premises
 - > Records of reports made in accordance with RIDDOR
- 3.15.64 The Operator shall ensure that any RIDDOR reportable incident is reported to the Authority within the required time period of its occurrence.
- 3.15.65 The Operator shall ensure that incident and accident investigations are conducted in proportion to the potential severity and likelihood of recurrence of the events preceding the incident. Records of action needed and taken to prevent reoccurrence must be retained indefinitely for the Contract Period and handed to the Authority at the end of the Agreement.
- 3.15.66 Records including details of any relevant actions taken / to be taken shall be made available to the Authority at any time.
- 3.15.67 The Operator must ensure that there are full and comprehensive Normal Operating Plans (NOPs) and Emergency Action Plans (EAPs) in place as part of the safety management system for the operation.

- 3.15.68 The Operator shall ensure that only competent contractors can work on Site and that records of competence for individuals and companies conducting work are retained for the life of the system in question.
- 3.15.69 The Operator shall ensure that only authorised personnel are permitted in non-public areas of the Facilities, such as offices, plant rooms, storage areas etc. Clearly visible signs shall be displayed to this effect and suitable security systems in place to restrict unsafe and criminal access.
- 3.15.70 Suitable security systems should be in place to restrict child access to unsuitable or unsupervised places around the Site. This would include a pool hall when not supervised.
- 3.15.71 The Operator will determine, implement and enforce a written access and behaviour standard for the Site. This must be posted prominently in reception or similar location. Staff must be trained to deal with people or situations which breach the standard. Breaches of the standards must be recorded as an 'incident'.
- 3.15.72 The Operator's staff shall cooperate fully with the Authorised Officer in any investigation or enquiry carried out in respect of the operation of the Facilities or any incident which may have occurred therein or any insurance claim which may arise from the use of the Facilities, including cooperation in the preparation legal proceedings and availability and attendance at any Court or enquiry to give evidence on behalf of the Authority at no cost to the Authority.

Smoke-Free Venues

- 3.15.73 All of the Facilities are Smoke-Free Venues. The Operator shall ensure the Smoking at Work Act 2007 which relates to smoking in public places is complied with and ensure that there is no smoking of cigarettes and e-cigarettes or any tobacco or substitute tobacco indoors or close to entrances and windows.
- 3.15.74 The Operator shall develop and implement a Smoke-Free Policy that covers all of the Facilities including external areas. The policy shall apply to all staff, service users, visitors, contractors, sub-contractors, volunteers and other persons who enter the premises leased by the Operator under this Contract or from which the Operator provide the Services.
- 3.15.75 The Operator's Smoke-Free Policy, which the Contract Manager will be responsible for enforcing, shall include the following requirements:
- > All buildings under the Agreement will be smoke free. Smoking will not be allowed either indoors or within substantially enclosed structures. "No smoking" rules will be enforced appropriately and will apply to employees, contractors/partners, service users and the public. This will include vaping and the use of electronic cigarettes
 - > All operator owned, leased or hired vehicles will be smoke free. This will include vaping and the use of electronic cigarettes
 - > Smoking is not permitted on any of the Facilities including within grounds courtyards, at entranceways, car parks, curtilage, also in areas adjacent to buildings where smoke may be unpleasant for people passing or using that area or where the smell of smoke may affect others. This is for health reasons to ensure protection from harm caused by tobacco smoke and to contribute to a change in social norms around smoking and inspire the next generation to be smoke-free
 - > Employees driving their own cars for work purposes can smoke in their own vehicles but must not do so if carrying a passenger in the course of their work. This will include vaping and the use of electronic cigarettes

- > There are no “smoking breaks”. All employees are important and offer a valuable contribution in maintaining high quality delivery of services. This ensures equity across service provision and avoids resentment and stress across service teams

Reporting requirements

- 3.15.76 The Operator shall produce a Health and Safety Management Improvement Strategy endorsed by the senior managers and operational management at the Site.
- 3.15.77 The Operator shall review performance against the Health and Safety Improvement Strategy at least annually provide a copy of the review findings and the new strategy to the Authority one month before the start of each subsequent Contract Year.
- 3.15.78 Performance reviews will consider:
- > Accident rate (per 100,000 employees and per 100,000 footfall visitors or other agreed metric)
 - > Accident severity (number of days lost)
 - > Near misses reported and action taken / closed out
 - > Incidence of ill health absence
 - > Complaints
 - > Number of unsafe situation reports and corrective actions taken (e.g., from results of inspections or other monitoring activity)
 - > Cost and number of H&S specific training hours conducted
 - > Reports from Enforcement bodies
 - > The results of any monitoring activities e.g., inspections, engineering reports, external audits
 - > The level of compliance with Operator and sub-contractors relating to competence, permit to work, risk assessments and accidents
- 3.15.79 The Operator must provide the Authority with a copy of its Quest Compliance Declaration on an annual basis.
- 3.15.80 The Operator shall make a formal record of all inspections or visits made by Environmental Health Officers, the Health and Safety Executive and any other person or body who, in the proper execution of their duties, requires or is entitled to access to the relevant Facility.
- 3.15.81 The Operator shall provide a summary of all accidents, incidents and near misses occurring at the Facilities as part of the Major Accidents and Incident report.
- 3.15.82 The Operator shall maintain records of precautionary measures carried out in respect of Legionella prevention and control and of monitoring results.
- 3.15.83 The Operator is required to commission at its own cost, an annual independent health and safety review and audit of each Facility for submission to the Authority.
- 3.15.84 The Operator shall submit details of any failures to maintain the required performance standards as set out above as part of the Quarterly Performance Report.

3.16 Major incident reporting

Overall requirement

- 3.16.1 The Authority, and if appropriate all other relevant authorities (e.g., Police, Fire, HSE etc.) are to be made aware of all major incidents as soon as possible.

Performance standards

- 3.16.2 The Operator shall ensure the Authority and all other relevant authorities are made aware of all major incidents at the earliest appropriate moment.
- 3.16.3 The Operator shall ensure it makes records of all major incidents, accidents, near misses and actions taken available for inspection.
- 3.16.4 The Operator shall ensure that all major incidents involving the service in the Facilities or Active Communities Service are reported to the Authority as soon as practicable followed by a full report by email.
- 3.16.5 The Operator shall ensure that, in the event of an incident relating to security, severe injury as defined by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, 1995) or death or any other Emergency occurring within the service, the incident is reported to the Authority by telephone at the earliest opportunity.

Reporting requirements

- 3.16.6 The Operator shall maintain an up-to-date log of all major incidents and severe injuries as defined by RIDDOR and their response to them.
- 3.16.7 The Operator shall ensure that, as soon as practicable following any emergency, a full report of the actions taken and the implications for future training is provided to the Authority. In the event of the Authority or its insurers wishing to undertake an investigation, the Operator shall fully comply with any reasonable requests for information from staff attending such an inquiry.
- 3.16.8 The Operator must provide a summary of all accidents, incidents and near misses occurring at the Facilities or the Active Communities Service as part of the Quarterly Performance Report.
- 3.16.9 The Operator shall ensure that details of any failures to maintain the required Performance Standards set out above should be included as part of the Quarterly Performance Report.

4. Asset Management

4.1 Asset management capital and revenue funding

- 4.1.1 The Operator is responsible for all lifecycle intervention costs, including planned and reactive maintenance, replacement and equipment maintenance and replacement at the Facilities excluding those items listed as the responsibility of the Authority in Appendix 6 Lifecycle Replacement Responsibility Matrix. This shall include NCSEM dedicated spaces unless explicitly stated otherwise.
- 4.1.2 In respect of those Facilities where Authority-led investment is planned (Springs Leisure Centres, Ponds Forge International Sports Centre, Concord Sports Centre and Hillsborough Leisure Centre), the Operator shall maintain a Lifecycle Contingency Fund to be drawn upon to fund:
- > any lifecycle replacement works deferred in recognition of the planned investment in facilities “Deferred Lifecycle Replacements”
 - > any lifecycle replacement works otherwise not identified within the Operator’s Lifecycle Replacement Schedule

which are deemed necessary for the continued operation of the Facility up to the Planned Closure Date or Planned Partial Closure Date. The Operator shall be responsible for any such costs which exceed the available Lifecycle Contingency Fund. Any funds remaining within the Lifecycle Contingency Fund at the Planned Closure Date or Planned Partial Closure Date shall revert to the Authority.

- 4.1.3 In respect of the NCSEM Areas, access and frequency for the provision of asset management services shall be agreed between the Operator and NCSEM, such parties endeavouring to do so three months prior to the Service Commencement Date.
- 4.1.4 An escalation process to allow for issues to be escalated as business critical and dealt with as a priority shall be agreed between the Operator and NCSEM, such parties endeavouring to do so three months prior to the Service Commencement Date.

4.2 Building maintenance

Overall requirement

- 4.2.1 That all buildings, plant and equipment included in the Agreement are maintained to a high standard to ensure a high-quality customer experience, to conform with legislation and statutory requirements and to maximise the lifecycle of the Authority’s assets.
- 4.2.2 That all building fabric, fittings, assets and equipment are replaced as specified in this Agreement and in accordance with the agreed Lifecycle Replacement Schedule.

Performance standards

- 4.2.3 The Operator shall be responsible for repair and maintenance of all buildings, assets, plant and equipment that is required through general maintenance or normal wear and tear) excluding those items listed in Appendix 6 Lifecycle Replacement Responsibility Matrix that are shown as being the Authority’s responsibility for replacement.
- 4.2.4 The Operator shall ensure that all repair, maintenance and servicing of plant, assets and equipment is undertaken by suitably trained and qualified staff.

- 4.2.5 The Operator shall ensure that the Facilities and all equipment are fully functioning and available for use, conform to legislation and comply with statutory requirements, perform in the most efficient manner and achieve full economic life.
- 4.2.6 The Operator is responsible for the repair and maintenance of the buildings, including maintaining floor, ceiling and wall coverings and finishes (including the resealing of all sports floors), the sanding of the squash court floor and plastering repairs of squash court walls, maintaining internal decorations, sanitary ware, all internal / external glazing, repairs and adjustments to internal and external doors, skylights and windows including ironmongery; and the cleaning and clearing of rainwater goods and drains, traps and waste pipes.
- 4.2.7 The Operator is responsible for the operation, repair, servicing, maintenance and lifecycle replacement of all building services and plant, including heating, ventilation, hot and cold and drinking water, electric power and lighting, alarms, communications, ICT and data systems, timing and sound systems, CCTV, lightning conductors, lifts etc. This is to include ensuring that cabling and line capabilities to NCSEM areas are maintained.
- 4.2.8 The Operator is responsible for the repair and maintenance of all external fencing, signage, floodlighting and outdoor facilities including golf courses, artificial turf pitches and tennis courts at the Facilities.
- 4.2.9 The Operator is responsible for the repair and maintenance of all surfacing paving, external fencing, signage and floodlighting to the car parks at the Facilities.
- 4.2.10 The Operator is responsible for the maintenance, repair and replacement of all plant and equipment as specified. This extends to the maintenance, repair and replacement of all consumable items (e.g., pool filter sand media, UV tubes / Arc tubes to UV systems, cables and pulleys to poolside floors and booms, hoses etc.)
- 4.2.11 The Operator must demonstrate all plant and equipment is maintained in accordance with manufacturer's recommendations on a regular basis.
- 4.2.12 Due to the specialist nature of some items of plant, machinery and equipment, the maintenance of which may be beyond the normal scope of the operation, the Operator will enter into direct servicing contracts with specialist companies where appropriate.
- 4.2.13 Any underwater works to the pools must comply with the HSE Diving at Work ACOP's (Inshore 104) standard.
- 4.2.14 The Operator must not enter into a maintenance agreement with a specialist sub-contractor which continues beyond the Contract Period, without the prior written approval of the Authorised Officer. In the event of the Operator entering into an agreement which continues beyond the Contract Period without the prior written approval of the Authorised Officer, the Operator shall indemnify the Authority against any costs including legal costs involved in the termination of any such maintenance agreement.
- 4.2.15 The Operator shall undertake all Planned Preventative Maintenance (PPM) and reactive repairs including equipment maintenance and replacement as set out in this Services Specification and in accordance with the Operator's Property / Facilities Management method statement or any subsequently agreed method.

- 4.2.16 The Operator shall implement and maintain an electronic ICT asset management system to list details of assets and equipment including records of any replacement, to record details of maintenance contracts and to log all servicing and maintenance of assets and equipment including both PPM and reactive maintenance. The asset management ICT system should allow for reach only access to be provided to the Authorised Officer.
- 4.2.17 The Operator shall ensure that the interior and exterior appearance of the Facilities are kept up to date and reflect the needs and expectations of customers.
- 4.2.18 The Operator shall carry out breakdown and repair maintenance for all buildings and services to ensure that, at all times, the plant buildings and equipment at the Facilities are maintained to a standard of good repair and are fully functional in respect of the activities taking place.
- 4.2.19 The Operator as minimum must ensure that:
- > Both planned preventative and reactive maintenance and lifecycle replacement are carried out in accordance with the agreed Schedule of Programmed Maintenance
 - > Maintenance procedures ensure Facilities:
 - Comply with all applicable statutory requirements and Legislation and Approved Codes of Practice
 - Are in a safe, secure, wind protected and watertight condition
 - Are maintained to such level of condition and to such specifications as are consistent with principles of good estate management applied to the Facilities as a whole and in accordance with current and future industry standards, and
 - Are maintained in a manner that prevents deterioration save fair wear and tear of any part thereof.
 - > All maintenance repairs use materials that are comparable or better and compatible with existing materials used at each Facility
 - > All maintenance activity is recorded on the asset management ICT system
 - > All work is carried out in accordance with appropriate British Standards and Approved Codes of Practice
- 4.2.20 The Operator shall ensure that on a continuing basis the maintenance and operating procedures comply with this Agreement.
- 4.2.21 The Operator shall be responsible for all costs of the replacement of all items and shall comply with the provisions of this Agreement with respect to the Authority's assets.
- 4.2.22 The Operator shall implement a programme of maintenance, comprising of:
- > Planned Preventative Maintenance
 - > Statutory / mandatory testing and inspections
 - > Repair and replacement (in accordance with the terms of this Agreement)
- 4.2.23 The Operator shall carry out reactive maintenance in accordance with clause 14.5 having due regard to applicable response / rectification times.

- 4.2.24 The Operator shall maintain, on the asset management ICT system, records of all breakdown failures, incidents or accidents involving any plant, machinery and equipment, together with details of all servicing or other such investigations that are carried out to plant, machinery and equipment.
- 4.2.25 The Operator is required to keep Building Manuals containing operating and maintenance instructions for each of the Facilities. They must be kept up to date whenever work is carried out and a copy provided to the Authority when requested.

Planned Preventative Maintenance (PPM) / Programmed Maintenance

- 4.2.26 Without prejudice to the provisions of clause 14.3, the Operator shall design, implement and maintain a Planned Preventative Maintenance (PPM) / Programmed Maintenance Schedule to manage the maintenance, testing and operation of all items of plant, equipment and building fabric within the Facilities inclusive of fixtures and fittings.
- 4.2.27 The Operator shall ensure the PPM / Programmed Maintenance Schedule is used in a manner that helps optimise the performance of all assets for the duration of their effective life.
- 4.2.28 The Authority may at any time carry out checks of the PPM / Programmed Maintenance Schedule and check any replacement, maintenance or repair of assets carried out by the Operator.
- 4.2.29 The Operator shall ensure that all PPM / programmed maintenance tasks are undertaken only by appropriately trained personnel.
- 4.2.30 The Operator shall ensure that, where glass is replaced, for whatever reason, the replacement glass meets the standards as set out in Regulation 14 of the Workforce (Health and Safety and Welfare) Regulations 1992, and BS 6262: Part 4 and areas of special risk Class C of BS 6206 or any subsequent revision.
- 4.2.31 The Operator shall ensure that where materials have to be replaced, for whatever reason, the replacement material match in every way the specification, quality, performance and appearance of the original materials.

Fabric maintenance

- 4.2.32 The Operator shall maintain, repair and replace all internal and external building fabric excluding those items listed as the responsibility of the Authority in Appendix 6 Lifecycle Replacement Responsibility Matrix.
- 4.2.33 The Operator shall provide a professionally managed, high quality planned preventative fabric maintenance service in accordance with a system and programme of building fabric maintenance. It shall make sure that the facilities are in a safe, secure, wind protected and watertight condition.
- 4.2.34 Building maintenance and repairs will include:
- > Repairs and replacement to woodwork, masonry, floor, wall and ceiling finishes (including sports hall / squash courts / studios), ceilings and all internal / external glazing
 - > Damage to the building caused by misuse or vandalism
 - > Joinery, locks, door fittings, springs and panic bolts
 - > Gutters and down pipes, including concealed gutters, wastes, drains, soil pipes and fittings
 - > Water waste preventers, cisterns, ball valves, taps, stop valves and associated equipment
 - > Data cables, port and protective trunking

- > Health and safety fittings and appliances
 - > Replacement to electrical fittings, fuse and switch gear.
- 4.2.35 The Authority shall provide the Operator with a comprehensive Asbestos Register, and associated risk analysis, of all areas of the Facilities, identifying those areas which:
- > Are presumed by the Authority to contain Asbestos, or
 - > It has been concluded by the Authority that they do contain Asbestos, or
 - > It has been concluded by the Authority that they do not contain Asbestos, or
 - > Are presumed by the Authority no to contain Asbestos.
- 4.2.36 The Operator shall discharge its obligations under the Control of Asbestos at Work Regulations 2012 and its amendments. This includes the published and maintenance of a comprehensive Asbestos Register and associated risk analysis, or all areas of the Facilities, reviewing and amending the survey provided by the Authority at the Service Commencement Date.
- 4.2.37 The Operator shall make this Asbestos Register permanently available to the Authority, sub-contractors and suppliers and any other operatives carrying out work on either the Operator's or the Authority's behalf for the Facilities.
- 4.2.38 The Operator shall ensure that all activities are executed, and records updated with due regard to the Control of Asbestos at Work Regulations 2012 and its amendments.
- 4.2.39 The Operator shall ensure that information relating to Asbestos and associated work schedules is maintained on its asset management ICT system and supplied to the Authority.
- 4.2.40 The Authority will provide the Operator with an Asbestos Survey at the Service Commencement Date that will be as comprehensive as the legislation required. However, other asbestos may be present in the Facilities which would only be uncovered by an intrusive survey or by workers when maintaining or adapting the building e.g. plumbers, electricians, alarm / ICT contractors etc. It is therefore a requirement that the Operator and the Authority allow only suitably trained contractors to carry out maintenance (CHAS or other accreditation). If asbestos is noticed during works, they should stop immediately, make the area safe and notify the Authority who will arrange for the asbestos to be removed and rendered safe.
- 4.2.41 Prior to the commencement of any invasive works, commissioned by either the Authority or the Operator, the Authority shall undertake a local asbestos survey and remove any asbestos found. The Operator shall update the Asbestos Register accordingly and shall bear the cost of any such survey where it is required for works commissioned by the Operator.

Mechanical and electrical maintenance

- 4.2.42 The Operator shall provide a professionally managed, high-quality mechanical and electrical (M&E) maintenance service through a regular and organised regime.
- 4.2.43 The Operator shall follow the maintenance requirements specified by:
- > Original equipment manufacturers' recommendations
 - > The Authority's requirements as set out in this Services Specification
 - > All relevant statutory regulations and requirements
 - > Specific warranty period maintenance requirements.

- 4.2.44 The Operator shall use the Building Management System (BMS) to ensure operating conditions at each Facility are maintained effectively and efficiently and to record the performance of equipment and systems.

Statutory / mandatory inspections

- 4.2.45 The Operator must ensure that all statutory and other mandatory requirements are met in respect of the maintenance services and inspections. The Operator shall inform the Authority in the first instance of any breaches of these obligations together with a programme for rectification and measures to safeguard against a repeat.
- 4.2.46 The Operator shall set up a programme of statutory, mandatory and insurance inspections to ensure all assets receive the required inspections at the correct time. The annual programme shall be issued to the Authority in advance of the inspection. The Operator shall at all times comply with all relevant statutory and legislative requirements and all relevant guidance (including British Standards) including any alterations that may take place.
- 4.2.47 The Operator shall cooperate with any periodic inspections made by the Authority, partners or any authorised external agencies and shall provide reasonable assistance to such inspectors as may be necessary.

Portable appliance testing (PAT)

- 4.2.48 The Operator must ensure that, as a minimum, PAT is implemented and carried out in accordance with the Code of Practice for in-services inspection and testing of Electrical Equipment published by the Institution of Electrical Engineers, as amended from time to time. The Operator shall ensure that all portable appliances are tested and certified with copies of certificates promptly forwarded to the Authority.
- 4.2.49 PAT testing shall be risk based. The Operator shall determine the frequency based on the risk presented to the Class 1 and 2 electrical and electronic equipment used at the Facilities and by the working environments within them.
- 4.2.50 The Operator shall test any time of equipment introduced to the Facilities prior to its being used. Once tested, items shall be tagged and logged in accordance with the above regime by the Operator.
- 4.2.51 The Operator shall maintain a register of portable appliances held at the Facilities, including but not limited to portable items and static items in both shared areas and NCSEM Areas. The Operator shall maintain the register containing details of the executed PAT tests. Such testing shall form part of the overall PPM regime and the Operator shall ensure that all reports and recommendations are held centrally within the asset management ICT system. The NCSEM shall be recharged for PAT tests on appliances in the NCSEM dedicated spaces on an annual basis as referred to in Schedule 25 (NCSEM).

Fire detection, emergency lighting and firefighting systems

- 4.2.52 The Operator shall ensure that all fire detection alarm systems are maintained and tested in accordance with BS 5839: Part 1 (or replacement standards) with copies of the relevant certificate promptly forwarded to the Authority.
- 4.2.53 The Operator shall ensure that all Emergency Lighting Systems are maintained and tested in accordance with BS 5266: Part 1 (or any replacement standards) with copies of the certificates promptly forwarded to the Authority following each service.

- 4.2.54 The Operator shall test all fire detection equipment and emergency lighting on a weekly basis and in a manner which ensures that every manual call point is activated through the testing period and cyclically at a frequency and at a time to be agreed between the Authority and the Operator in accordance with manufacturer's and installer's guidance and in line with the above statutory guidance. The Operator shall ensure that the results are logged within each location and centrally within the asset management ICT system. The Operator shall ensure that all abnormal test results are acted upon and the appropriate action is taken to remedy and abnormal test results in line with the required response and rectification times.
- 4.2.55 The Operator shall undertake an emergency evaluation drill including customers at least twice per annum at each Facility. Customers should be warned in advance of this.

Security, access and intruder systems

- 4.2.56 The Operator shall maintain any internal and external CCTV and intruder alarm systems at the Facilities to ensure their proper functioning at all times. The Operator shall ensure that any failure in such systems is rectified within the required rectification times.
- 4.2.57 The Operator shall ensure that all intruder alarm systems are maintained and tested in accordance with BS 4737 (or replacement standards) with copies of the certificates forwarded to the Authority when requested.
- 4.2.58 The Operator will maintain all fire exits and access doors at all times.

Re-lamping

- 4.2.59 The Operator shall carry out all necessary re-lamping at the Facilities. The Operator shall monitor the provision of this service for efficiency with a view to achieving the greatest possible reductions in replacement frequency and cost. All existing fitting and lamps will be replaced with LED replacements or more energy efficient alternatives (including fixtures and fittings) for the duration of the Contract Period.

Duct maintenance

- 4.2.60 The Operator shall regularly maintain and clean all ducts, shaft, risers and associated ventilation at the Facilities in line with the manufacturer's recommendations and industry standards.

External maintenance

- 4.2.61 The Operator will be responsible for the maintenance of the external structure of the Facilities including painted surfaces and window breakages.
- 4.2.62 The Operator will be responsible for general cleaning and litter clearance of the access routes and surrounding areas of the Facilities.

Car parks

- 4.2.63 The Operator shall be responsible for maintaining the car parks at the Facilities to include the maintenance, repair and replacement where required of the following:
- > Paved or tarmacadam roadways and footpaths
 - > Foul and surface water drain, covers, manholes
 - > Access ramps

- > All external lighting including free standing lighting columns
- > Electrical cables
- > Fences, handrails and barriers (including redecoration and wood treatment)
- > Illuminated and non-illuminated signs and notices
- > Litter bins
- > Landscape furniture i.e., benches, raised planters, bollards
- > Weed and moss control
- > Litter picking.

4.2.64 The Operator shall not hire or use the Facilities' car parks for any other purpose than the parking of cars by users of / visitors to the Facilities unless otherwise agreed by the Authority.

Artificial turf pitches

4.2.65 The Operator shall be responsible for the regular maintenance, sweeping and all repairs to Artificial Turf Pitches (ATPs), surrounding areas, fencing and lighting. The Operator will be responsible for the general cleanliness of the ATP areas including daily removal of litter. The Operator will be responsible for repairs to boundary fencing.

4.2.66 The Operator will ensure:

- > Extensive weed cleaning and moss control
- > Power sweeping
- > Drag brushing ensuring even coverage of infill crumb
- > Full inspection / repair of playing surface area, all seams and play lines.

Tennis courts

4.2.67 The Operator will be responsible for the maintenance, repairs and cleanliness of tennis courts at Graves Health and Sports Centre including repairs to the boundary fence and lighting.

Ice rinks

4.2.68 The Operator will be responsible for regulating the ice pad temperature and therefore ice hardness according to the activity that is taking place and to best meet the needs to its users. The ice pad is to be set to -5°C under maximum occupancy levels (790 skaters per ice pad).

4.2.69 The Operator is responsible for the resurfacing of the ice. The Operator shall determine the frequency of resurfacing but shall ensure that a good quality of ice is maintained, suitable for the activity taking place on the ice at the given time.

4.2.70 The Operator shall not overload the ice rink pads nor any structural part of the property nor any machinery or equipment at the property nor any service media at or serving the property.

Modifications

4.2.71 The Operator will not be allowed to make any modifications to either the building, plant or equipment provided for the Services without the written permission of the Authorised Officer.

Services and utilities

- 4.2.72 The Operator will be responsible for ensuring that the means of sewerage disposal and supplies of mains water, electricity, gas (or other fuels / forms of heating energy), and external telephone communications are maintained to the Facilities. The Operator will be responsible for the prompt payment of all charges in connection with the provision of these services during the Contract Period.
- 4.2.73 The Operator will not permit the disconnection of any electricity, gas (or other fuels / forms of heating energy) or water supply to the Facilities without the written agreement of the Authorised Officer, except where these are to be carried out by the utilities themselves under their emergency or statutory powers. The Operator will be responsible for any costs arising from the interruption to supplies which are due to its failure to make payments for accounts or to make service agreements.

Reporting requirements

- 4.2.74 The Operator shall ensure that results of all non-compliant measurements are recorded on the asset management ICT system.
- 4.2.75 The Operator shall record all inspections and maintenance checks and ensure that this information is stored on the asset management ICT system.
- 4.2.76 The Operator shall on an annual basis, review and update the Planned Preventative Maintenance (PPM) / Programmed Maintenance Schedule for the Facilities in consultation with NCSEM to ensure that disruption to day-to-day activity is minimised in carrying out any works. The PPM / Programmed Maintenance Schedule must be submitted to the Authority in accordance with the report requirements in Paragraph 5: Performance Management and Reporting.
- 4.2.77 The Operator must provide a Maintenance Programme Progress Update as part of the Quarterly Performance Report.
- 4.2.78 The Maintenance Programme Project Update should cover (without limitation):
- > Any health and safety issues relating to buildings, plant and equipment
 - > Contractual issues requiring discussion and resolution
 - > Review of PPM and Programmed Maintenance schedules
 - > Review of statutory inspections and compliance
 - > Summary of reactive maintenance within and outside the specified response and rectification time
 - > Results of any internal or external audits on maintenance regimes
 - > Proposals for continuous improvement
 - > Review of cost / cost avoidance initiatives
 - > Review of any matters affective of affected by third party suppliers.
- 4.2.79 The Operator shall submit details of any failure to follow the PPM / Programmed Maintenance Schedule or achieve the required performance standards as part of the Quarterly Performance Report with actions identified for rectification.

4.3 Maintenance and replacement of equipment

Overall requirement

- 4.3.1 Equipment that is available, well-maintained, safe and fit for purpose for the activity it is designed for, considering the standard of sport or activity being undertaken and is able to meet the programming requirements of the Services.

Performance standards

- 4.3.2 The Operator accepts that equipment listed in Appendix 7 Equipment Inventory, is sufficient to deliver the Services set out in this Services Specification. In the event that any material items of equipment detailed in the equipment listed in Appendix 7 Equipment Inventory and identified by the Operator to the Authority within 3 months of the Service Commencement Date as being missing (or unusable due to its condition), the Operator shall be entitled to source a replacement item (at a reasonable and appropriate cost) and save to the extent that such item of equipment was already costed in the first Contract Year, raise an invoice payable by the Council for 50% of the replacement item.
- 4.3.3 The Operator shall service and maintain all equipment listed in Appendix 7 Equipment Inventory except any items identified as the responsibility of NCSEM or within NCSEM dedicated spaces and return them all on the expiry date or, if earlier, the termination date, in good working condition (taking into account fair wear and tear).
- 4.3.4 NCSEM will be responsible for maintenance and replacement of all of its equipment – specialist to general – in their dedicated areas.
- 4.3.5 The Operator must replace, when that item reaches the end of its useful life, all equipment listed in Appendix 7 Equipment Inventory, excluding any items identified as the responsibility of NCSEM or the Authority, with equipment that is of equivalent or superior quality.
- 4.3.6 The Operator must provide, at its own cost, any additional equipment and materials required for carrying out the Services. The Operator is responsible for the maintenance and replacement of any such additional equipment.
- 4.3.7 The Operator shall ensure that the equipment list in Appendix 7 Equipment Inventory, and any replacement or additional equipment is fit for purpose, safe and maintained to a suitable standard of repair and cleanliness at all times in accordance with the manufacturer's recommendations.
- 4.3.8 The Operator must ensure that an Equipment Inventory is updated annually to reflect any replaced equipment and to identify any new or written off equipment. The Operator shall confirm the Equipment Inventory to the Authority within one month following the Service Commencement Date and provide a revised Equipment Inventory to the Authority on an annual basis within one month of the start of each subsequent Contract Year.
- 4.3.9 The Operator must ensure that all equipment shall comply with relevant industry standards, National Governing Body requirements and British and European Standards and shall be limited to the use it was designed for, as specified within the manufacturer or supplier's guidelines and / or operating manuals.
- 4.3.10 The Operator shall use all reasonable endeavours to ensure that all equipment is replaced on a like-for-like basis having due regard to relevant advances in equipment manufacture, trends in activity programming and in compliance with relevant industry standards, National Governing Body requirements and British Standards.

- 4.3.11 The Operator shall replace the health and fitness equipment in accordance with the agreed Lifecycle Replacement Schedule. Any residual value of equipment that is replaced may be retained by the Operator.
- 4.3.12 The Operator shall make provision for the hire of sports equipment within the Facilities in order to meet customer requirements.
- 4.3.13 The Operator shall ensure that equipment is stored safely and securely.
- 4.3.14 The Operator shall ensure that any item of equipment that is found to be defective or has failed is immediately withdrawn from service and repaired or replaced. The Operator shall make it secure and ensure it cannot inadvertently be used whilst withdrawn from service.
- 4.3.15 The Operator shall test all portable electrical appliances to ensure compliance with The Electricity at Work Regulations (1989) and shall maintain a record of the equipment, test results and date of tests and action to be taken in a schedule which readily available for inspection by the Authorised Officer.
- 4.3.16 The Operator must ensure that all equipment is regularly inspected and serviced in accordance with the manufacturer or industry guidelines and appropriate records kept. Inspections and servicing of specialist equipment shall be undertaken regularly by a recognised supplier in accordance with the manufacturer or industry guidelines.
- 4.3.17 The Operator shall ensure that all areas of the Facilities have equipment provided in accordance with the following standards:
- > Sufficient equipment for the activity programme
 - > Suitable and reasonable arrangements for customers with disabilities
 - > 90% of the following to be available at any one time:
 - Health and fitness suites
 - Cardiovascular and resistance machines
 - High-quality audio / visual system
 - Changing and toilet facilities
 - Male / female / disabled changing cubicles
 - Male / female / disabled toilets
 - Changing Places Toilets (where existing)
 - Baby changing facilities
 - Designated breastfeeding area
 - Shower cubicles / open showers
 - Secure storage lockers
 - Sanitary / hair-drying facilities
 - Catering and vending facilities

- Vending product range
- Covers / seating area

- 4.3.18 The Operator shall not introduce any additional coin-operated equipment (in addition to items identified in Appendix 7 Equipment Inventory), including gaming and amusement machines, to the Facilities without consultation with and agreement from the Authority.
- 4.3.19 The Operator shall ensure that the Facility has a defibrillator on Site and that supervisory staff receive regular training updates in line with British Association of Cardiac Rehabilitation (BACR) regulations.

Reporting requirements

- 4.3.20 The Operator shall provide an updated version of the Equipment Inventory found in Appendix 7 Equipment Inventory to the Authority within one month of the Service Commencement Date and annual thereafter, within one month of the commencement of each subsequent Contract Year.
- 4.3.21 The Operator must submit details of any failures to maintain the required performance standards as set out above as part of the Quarterly Performance Report with actions identified for rectification.

4.4 Grounds maintenance

Overall requirement

- 4.4.1 External grounds within the Site boundaries of the Facilities to be maintained in such a way as to provide a well presented and safe environment for all customers, allowing for efficient and effective use of the Facilities and promoting a positive image of the Facilities at all times.
- 4.4.2 Golf courses and associated facilities that are well presented and are maintained to a high standard in accordance with golf industry best practice and guidance, ensuring optimal playing conditions that meet the needs of users whilst encouraging biodiversity and habitat improvements wherever possible.

Performance standards

Golf courses

- 4.4.3 The Operator shall be responsible for all aspects of grounds maintenance of all golf courses and practice facilities at the Facilities.
- 4.4.4 The Operator shall undertake grounds maintenance of the golf courses and practice facilities in accordance with industry best practice and guidance, including [England Golf's Sustainability Strategy](#). This shall include, but is not limited to:
- > Mowing of tees, greens and their surrounds, fairways and roughs, bunker embankments and grassed areas between holes
 - > Seeding of tee, greens and fairways as required to maintain a healthy sward
 - > Safe and effective use of herbicides, insecticides and fungicides to minimise weeds and moss and help establish a healthy sward
 - > Aerifying as required through spiking, slit and deep tining, verticutting and vertidrainage
 - > Safe and effective use and maintenance of automatic and other golf grounds irrigation systems

- > Maintenance of bunkers
- > Maintenance of winter tees and greens
- > Maintenance of practice areas
- > Maintenance of tree stock, woodland hedging etc.
- > Maintenance of drainage system, ditches etc.
- > Maintenance of all golfers' paths and service roads on the courses
- > Maintenance of Clubhouse and maintenance shed surrounds and gardens including planted areas and grass verges
- > Upkeep and maintenance of boundaries, perimeter fencing etc.
- > Maintenance of identified public rights of way

- 4.4.5 All Herbicide use should be applied only by trained operatives holding relevant spraying licences. Herbicides must be approved for use following manufactures application rates and COSH guidance. Glyphosate should not be used on permeable surfaces. With the exception of treating invasive species and stump killing, organic fertilisers should be used where possible.
- 4.4.6 The Operator shall maintain the greens to ensure a smooth, firm surface of full grass cover, of a fine turf nature. The surface should be free of weeds, diseases, damage (animal or deliberate) and debris. The greens are to be in play for as many days of the year as possible. The use of temporary greens will only be acceptable during periods of extreme bad weather or when undertaking essential maintenance.
- 4.4.7 The Operator shall maintain the tees to ensure a level, firm surface of full grass cover of a fine to outfield turf nature. The surface shall be free of weeds, debris and diseases. A minimal amount of damage is to be expected due to divots, but this shall be no more than 30% of the total area. The tees shall be in play for as many days of the year as possible and the use of a temporary tee or tee mat will only be acceptable during periods of extreme bad weather or when undertaking essential maintenance. Prolonged use of a mat during the winter period is only acceptable where the available teeing area is not sufficient to support grass cover, or recovery, under normal levels of play.
- 4.4.8 The Operator shall maintain the fairways and green approaches to ensure a surface of full grass cover of a fine to outfield turf nature. The surface should be free of weeds, debris and disease and pest free.
- 4.4.9 The Operator shall deploy a programme of aerifying the greens, tees and fairways to relieve the compaction and encourage deeper rooting. Varying methods of aerating including spiking, slit tining, deep tining, verticutting and vertidrainage shall be carried out in a programmed way so as to not unduly disrupt the playing surface or infringe on play.
- 4.4.10 The Operator shall maintain the bunkers to ensure the sand has a smooth level finish at all times and is free of litter and weeds and shall repair any damage to the bunkers. The Operator shall ensure that every bunker has a rake and that surface water does not collect in the bunkers. Periodic spiking may be necessary to allow for proper drainage.
- 4.4.11 The Operator shall be responsible for the maintenance, repair and replacement of all course furniture to include:
- > Flags, pins, hole cups, hole cup covers, bunker rakes, ball washers and tee markers

- > Distance marker posts
- > All on course signage and notices
- > All litter bins, seats, signposts and distance markers

- 4.4.12 The Operator shall ensure that all paths, walkways and bridges to, around and throughout the courses are maintained. They shall be swept on a regular basis, kept free from debris and obstacles, free from standing water and drained as necessary. The Operator shall ensure that they are free from potholes and that they are regularly topped up with the same material as laid or as otherwise agreed with the Authorised Officer.
- 4.4.13 The Operator shall be responsible for ensuring that litter is collected from the entire area of the course. Litter shall be collected, and litter bins emptied with such frequency as to leave the course clean and tidy and substantially litter free at all times. The Operator shall ensure that all bins are kept in good condition and will be responsible for repairing or replacing broken bins as necessary.
- 4.4.14 The Operator shall maintain any ponds, lakes or watercourses on the golf courses and ensuring that they are not overgrown with weeds and removing any litter and unwanted debris.

Trees

- 4.4.15 The Operator shall be responsible for ensuring all trees and hedges on the courses and at the Facilities are kept in good order and condition and are properly tended.
- 4.4.16 The Operator shall be required periodically to commission, at their own cost, an arboricultural survey for the golf courses and take any required remedial action recommended in the report to ensure the safety of persons or property who may be affected by the existing trees. The Operator shall follow guidance from the surveyor on the recommended interval between re-surveys which should be stated within the report.

The Grounds

- 4.4.17 The Operator shall be responsible for grounds maintenance and general cleansing, which includes sweeping and litter picking of any car parks, maintenance of grassed and landscaped areas and litter clearance of the access areas and surroundings all within the Facilities.
- 4.4.18 The Operator shall be responsible for the maintenance of boundary fences surrounding the Facilities as identified in Appendix 8 Site Boundaries.
- 4.4.19 The Operator shall be responsible for all litter clearance following local sporting and special / community events held at the Facilities, to the standard required in the Environmental Protection Act 1990 as amended.
- 4.4.20 All trees with the curtilage of the Facilities are to be inspected and maintained in accordance with legislation and best practice and the Operator shall take reasonable steps to ensure that trees on their land are in a safe condition and do not place people or property at risk.

Slippery surfaces

- 4.4.21 The Operator shall treat hard surfaces, with an appropriate herbicide/fungicide or other suitable material to ensure that at no time there is a formation of algae, moss etc. causing the surface to be slippery. See also 4.4.5.

Snow and ice

- 4.4.22 During periods of snow and ice, the Operator shall distribute de-icing salt over pathways and external entrances to provide safe routes for customers and staff entering / exiting the Facilities.
- 4.4.23 The Operator shall ensure that any specific hazards caused by inclement weather shall be made safe and reported to the Authority immediately.

Graffiti and flyposting

- 4.4.24 The Operator shall remove all graffiti and flyposting from all external walls of the Facilities to ensure that the Site remains graffiti-free and shall use reasonable endeavours to prevent and reducing the writing of graffiti in the Sites.
- 4.4.25 The Operator must report any incidents of flyposting and graffiti to the Authority.
- 4.4.26 The Operator will be responsible for ensuring that any defects or damage to the external structure of the Facilities is reported to the Authorised Officer as soon as practicable and confirmed in writing.

Pests, vermin and wild animals

- 4.4.27 The Operator shall eradicate rats and remove wasps' nests, swarms of bees, pests, including Brown Tail Moth, and vermin within the Facilities. The Operator must report any infestations to the Authority.

General

- 4.4.28 The Authority shall give priority to areas of need in line with the requirements of the Environmental Protection Act 1990 and follow the general principle that the 'dirtier' an area has become, the more quickly it should be cleaned and returned to "Grade A" in accordance with the Environmental Protection Act 1990.
- 4.4.29 The Operator shall make proper financial and operational arrangements for the disposal of all effluent, waste and refuse arising from the Facilities during the Contract Period.

Reporting requirements

- 4.4.30 The Operator shall report to the Authority any failure to maintain the required performance standards set out above as part of the Quarterly Performance Report with actions identified rectification.

4.5 Climate emergency, environmental, energy management

Overall requirement

- 4.5.1 The Operator shall ensure that the Facilities are operated in an environmentally sensitive and sustainable manner to reduce energy consumption, minimise chemical usage, recycle appropriate non-hazardous waste and contribute to the delivery of the Authority's policies for climate change and ambition for net zero carbon by 2030. This shall include a commitment towards:
- > Reduction in the production of waste
 - Commitment to work towards Zero to Landfill waste contract
 - Production and implementation of an agreed annual Waste Management Plan

- Annual reduction in waste produced and increase in recycling
- > Increased water and energy efficiency through reductions in utilities consumption, including a commitment to:
 - Reduce carbon footprint and annual CO2 emissions, measured through:
 - Reduction in annual gas consumption
 - Reduction in annual electricity consumption
 - Reduction in annual water consumption
- > Increasing the number of people utilising green forms of travel that have minimal impact to the environment and reduction in car journeys, including a commitment to:
 - Produce and implement a Green Travel Plan
 - Ensure the development of secure cycle parking at each Facility.

Performance standards

- 4.5.2 The Operator shall have a clear environmental and energy management policy in line with the Authority's ambition for net zero carbon by 2030 and implement effective operational practices that have a demonstrably positive effect on the environment that include:
- > Reduction of pollution to air, water and land
 - > Reduction in the use of environmentally harmful chemicals
 - > Actively improving energy management (including as appropriate reducing energy consumption, energy conservation and use of renewable energy)
 - > Increased water efficiency including maximising of water recycling opportunities
 - > Maximising recycling and reducing waste and ensuring that all waste is disposed of correctly and maintaining a Waste Management Plan
 - > Developing and promoting opportunities for sustainable transport to and from the Facilities
 - > Encouraging the purchase of environmentally sound, locally produced goods and services
 - > Raising awareness amongst staff, through training, and customer to promote strong culture of environmental sustainability in delivering the Services
 - > Protecting and enhancing the City's built and natural environment
 - > Promoting and encouraging a Green Travel Plan for staff and Customers
 - > Encouraging biodiversity and habitat management and improvement (working with the Authority's Ecology Team).
- 4.5.3 The Operator must establish an Environmental and Energy Management Plan covering all the above requirements to be updated with mutually agreed new targets on an annual basis. The Operator must fully comply with any environmental audit carried out the Authority or external agencies.

- 4.5.4 The Authority is committed to responsible energy management and the efficient use of energy throughout its operations. It also recognises that good energy management helps to protect the environment by conserving natural resources and reducing harmful emissions. The Operator shall take account of, and comply with, the Authority's policies on climate change which set out the Authority's net zero carbon by 2030 emissions.
- 4.5.5 The Operator shall provide information for the Authority's Environment Management Systems (EMSs). The Operator shall implement an environmental management system which complies with the requirements of ISO 14001.
- 4.5.6 The Operator shall be responsible for the procurement and management of utilities and payment of the utility bills for all Facilities.
- 4.5.7 Where renewable energy generation existing or is installed by the Authority during the Contract Period, the Operator must enter into an agreement over the purchase of the energy at a discounted rate to be mutually agreed by the Authority and the Operator.
- 4.5.8 The Operator shall monitor and validate all meter readings at all the Facilities and shall take all responsible steps to ensure that meter readings:
- > Can be reconciled to utility bills
 - > Are correctly calculated
 - > Accurately reflect actual energy consumption
- 4.5.9 For each Facility, the Operator is to prepare a monthly energy consumption report that shall include the following information, set out for the relevant month and for the year to date:
- > Electricity consumption (including half-hourly consumption data)
 - > Gas consumption
 - > Other fuel use
 - > Total energy consumption in terms of kWh and CO2 and energy generation
- 4.5.10 The Operator shall ensure contingency plans are in place to address the loss of each or all energy supplies and that these have been reviewed and tested to a programme agreed with the Authority.
- 4.5.11 The Operator shall establish and maintain a Green Travel Plan for the Facilities and Services to identify and promote ways to encourage a range of sustainable or less environmentally damaging transport modes. The Plan should be updated annually and submitted to the Authority for approval.
- 4.5.12 The Operator shall provide the Authority with a Business Continuity Plan on an annual basis.
- 4.5.13 The Operator shall ensure its contingency plans are executed as planned with due expediency following the loss of one or more energy supplies. The Operator shall, as soon as it is aware, immediately inform the Authority of all scheduled interruptions to any energy supply whether or not it may affect the Authority's operations.
- 4.5.14 The Operator shall ensure contingency and mitigation plans are in place to address climate change-related severe weather events and that these have been reviewed and submitted to the Authority annually and remain part of business continuity planning.

- 4.5.15 The Operator shall arrange the implementation, display and renewal of Display Energy Certificates (DECs) or any subsequent equivalent certification, at the Facilities as required under Government legislation.
- 4.5.16 The Operator shall ensure all DECs are correctly displayed by the required date. The Operator shall advise the Authority on which recommendations to follow in the supplementary advisory reports.
- 4.5.17 The Operator shall advise the Authority on how to meet existing and forthcoming statutory requirements and compliance activities related to Air Conditioning plant (TM 44).

Reporting requirements

- 4.5.18 The Operator will record and report on all energy consumption (electricity, gas (and other fuel / forms of heating energy) and water), energy generation (solar photovoltaics) and the amount on non-recyclable waste collected from the Facilities on a monthly basis including total metered consumption and cost. Details of energy consumptions shall be provided to the Authority as part of the Quarterly Performance Report.
- 4.5.19 A complete record of waste disposal is to be kept on Site as required by Department for Environment, Food and Rural Affairs (DEFRA).
- 4.5.20 The Operator shall develop an Environmental and Energy Management Plan on an annual basis with clear targets to reduce energy consumption and non-recyclable waste. The Environmental and Energy Management Plan shall be provided to the Authority one month prior to the Service Commencement Date and annually thereafter for each subsequent Contract Year.
- 4.5.21 The Operator shall provide the Authority with its Green Travel Plan one month prior to the Service Commencement Date and annually thereafter for each subsequent Contract Year.
- 4.5.22 The Operator must submit details of any failure to maintain the required performance standards set out above as part of the Quarterly Performance Report with actions identified for rectification.

4.6 Legislation and policy

Overall requirement

- 4.6.1 Services that comply fully with all Legislation relating to the management of the Facilities and the provision of services.

Performance standards

- 4.6.2 The Operator must ensure that there are no breaches of Legislation, including without limitation that in respect of health and safety, data protection, child protection, safeguarding of vulnerable groups, Prevent duty, modern slavery and the Equality Act 2010. The Authority and Operator shall also ensure that any relevant planning conditions attached to the Facilities are complied with.
- 4.6.3 The Operator must ensure that all employees and any sub-contractors or third parties employed by the Operator, have a working knowledge of Legislation, Regulations and guidelines relating to best practice in managing sport and leisure facilities. In particular the Operator should ensure that:
 - > All agents or suppliers who may be required to enter the Facilities are fully aware of all relevant rules and procedures concerning the safeguarding, health and safety regime and fire risk and precautions
 - > All surface water and other liquid spillage within internal areas causing dangerous floor surfaces are dealt with immediately on identification of the problem and signed appropriately

- > The first aid equipment and supplies, including signage for first aid provision, is physically checked weekly and a record is made which is available for inspection by the Authority
- > Hazardous materials or equipment at the Facilities, which are to be used in the provision of the Services, are kept under proper control and safekeeping. The hazardous materials or equipment are properly and clearly labelled on their containers and comply with the relevant Control of Substances Hazardous to Health (2002) as amended
- > It undertakes at its own cost, its own risk assessments and associated training
- > It keeps records of accidents and actions taken and these are to be made available for inspection by the Authority and reported in the Monthly Performance Report
- > There is a full and comprehensive fire and evacuation procedure. The Operator shall ensure all fire and evacuation systems and associated equipment are maintained to relevant standards and regulations and shall keep appropriate records. The Operator shall develop and maintain a Normal Operating Plan and Emergency Action Plan for each Facility that aligns with the Authority's overall approach to emergency planning and are in accordance with industry best practice
- > Only authorised personnel are permitted in non-public areas of the Facilities, such as plant areas, staff rooms, offices etc.

4.6.4 The Operator shall ensure that health and fitness facilities are managed in accordance with the CIMPSA document "Health and Fitness Partner Operators' Guide" or the UK Active Code of Conduct for fitness suite Operators or any replacement industry guidance.

4.6.5 The Operator shall comply with all relevant Authority policies as notified to the Operator from time to time in accordance with this Agreement. These may include policies for customer service, safeguarding and environmental sustainability etc.

Reporting requirement

4.6.6 The Operator must submit details of any failure to maintain the required performance standards set out above as part of the Monthly Performance Report with actions identified for rectification.

4.7 Water (hot and cold installations)

Overall requirement

4.7.1 The provision of a hot and cold-water supply that meets the required standards for the safe and effective operation of the Facilities.

Performance standards

4.7.2 The Operator shall ensure provision of a constant supply of hot and cold water to those areas requiring water for domestic usage, also ensuring that where such water is required for drinking purposes that it is from a potable source.

4.7.3 The Operator shall ensure water temperatures are maintained at required standards to prevent legionella and other water-borne contaminants.

4.7.4 The Operator shall ensure the water system is maintained in accordance with the appropriate health and safety legislation, standards, guidance and approved codes of practice.

4.7.5 The Operator shall work proactively to develop and promote effective best practice water saving efficiency measures across the Facilities.

- 4.7.6 The Operator shall ensure that where domestic hot water is supplied, all taps are appropriately labelled.
- 4.7.7 The Operator shall ensure that water closets, drinking fountains and urinals have a supply of cold water, which allows them services to be usable in accordance with the manufacturers' specification.
- 4.7.8 The Operator shall ensure that free drinking water is available at the Facilities.
- 4.7.9 The Operator shall undertake monthly bacteriological testing of the hot and cold-water systems, including sampling for legionella.

Reporting requirements

- 4.7.10 The Operator must submit details of any failure to maintain the required performance standards set out above as part of the Monthly Performance Report with actions identified for rectification.

4.8 Drainage

Overall requirement

- 4.8.1 Drainage systems that provide safe effective removal of wastewater, surface water and liquid and solid waste from the Facilities in compliance with relevant Legislation and internal and external drainage systems that are maintained in accordance with the appropriate health and safety legislation and standards.

Performance standards

- 4.8.2 The Operator shall ensure that requirements in building regulations are complied with for foul and surface water drainage.
- 4.8.3 The Operator shall ensure that discharge temperatures do not exceed recommendations set by the Environment Agency.
- 4.8.4 The Operator shall undertake regular testing and, where appropriate, visual inspections of the external drainage systems.

Reporting requirements

- 4.8.5 The Operator shall ensure that results of all non-compliant measurements are reported to the Authority.
- 4.8.6 The Operator must submit details of any failure to maintain the required performance standards set out above as part of the Quarterly Performance report with actions identified for rectification.

4.9 Ventilation

Overall requirement

- 4.9.1 Ventilation within the Facilities that provides a healthy and suitable environment conducive to the enjoyment of the sport, leisure or recreational activity being carried out at that particular time and is provided in an energy efficient manner.

Reporting requirements

- 4.9.2 The Operator shall ensure that results of all non-compliant measurements are reported to the Authority.

- 4.9.3 The Operator shall submit details of any failure to maintain the required overall requirement set out above as part of the Quarterly Performance Report with actions identified for rectification.
- 4.10 Heating (thermal comfort)**
- Overall requirement**
- 4.10.1 A thermal environment conducive to the enjoyment of the sport, leisure or recreational activity being carried out in an area within the Facilities at a particular time in an energy efficient manner.
- Performance standards**
- 4.10.2 The Operator must ensure the heating system is maintained in such a manner to achieve the standard in 4.10.4.
- 4.10.3 The Operator must ensure the heating system is maintained in accordance with the appropriate health and safety legislation and standards.
- 4.10.4 The temperature levels which must be maintained will be as follows:
- > Changing accommodation / wet side – minimum 21°C
 - > Changing accommodation / dry side – minimum 21°C
 - > Sports hall – 12-18°C
 - > Fitness suite – 14 - 18°C
 - > Ice halls (measured 2.5cm above the ice pad) - 14 - 16°C
 - > Other areas (café, reception / multi-purpose rooms / circulation areas etc.) – 18-22°C
- 4.10.5 The Operator shall be required to record the room temperatures of pool and sporting areas on a weekly basis to ensure the required temperatures are maintained.
- 4.10.6 The Operator shall ensure that the relative humidity within the ice halls is maintained at 45% - 55% and that other areas of the Ice Sheffield are maintained at a relative humidity of 50% - 70%.
- 4.10.7 Humidity and temperature within pool halls and ice halls must be controlled to prevent under wear and tear to the building fabric. The Operator will be required to log the results of any test taken any will be deemed financially responsible for any costs incurred by the Authority as a result of any such damage.
- Reporting requirements**
- 4.10.8 The Operator shall ensure that results of all non-compliant measurements are reported to the Authority.
- 4.10.9 The Operator must submit details of any failure to maintain the required performance standards set out above as part of the Quarterly Performance Report with actions identified for rectification.
- 4.11 Lighting**
- Overall requirement**
- 4.11.1 Adequate levels of lighting for the particular activity being undertaken within each area of the Facilities provided in an energy efficient manner.

- 4.11.2 Lighting levels that create a safe and comfortable level of illumination for users, spectators and staff.

Performance standards

- 4.11.3 The Operator shall ensure that each area within the Facilities has a sufficient lighting level appropriate to its specified use in line with Sport England and relevant NGB guidance.
- 4.11.4 The Operator shall consider switching off lighting banks parallel to windows and adopt energy management control systems such as time switches, dimmable controls and presence detectors.
- 4.11.5 The Operator shall ensure the lighting system is maintained in accordance with appropriate health and safety legislation and standards and to address particular requirements of special needs groups for less powerful lighting.
- 4.11.6 Maintenance of lighting throughout the Facilities must be carried out by NICEIC approved and / or suitably qualified contractor, with due regard to the recommendations of Sport England Technical Unit. The Operator shall certify that the works are in accordance with current recommendations and the Health and Safety at Work etc. Act 1974 as amended.
- 4.11.7 The Operator shall ensure that external lighting is provided for security purposes adjacent to the Facilities, including the car park at the Facilities.
- 4.11.8 The Operator shall ensure that the number of non-operating lights or tubes does not exceed 10% of the total in any one area of the Facilities.

Reporting requirements

- 4.11.9 The Operator must submit details of any failure to maintain the required Performance Standards set out above as part of the Quarterly Performance Report with actions identified for rectification.

4.12 Pool water quality

Overall requirement

- 4.12.1 Swimming pools with a safe and comfortable environment in which customers can participate in both swimming and water sports as required in this Services Specification.

Performance standards

- 4.12.2 The Operator must ensure that the swimming pools are maintained in accordance with the appropriate current and future health and safety legislation and that the following standards are complied with:
- > HSG 179 – Health and Safety in Swimming Pools
 - > Pool Water Treatment Advisory Group (PWTAG) – Code of Practice
 - > The Prevention or Control of Legionellosis (including Legionnaires Disease) – Approved Code Practice L8 (2013)
- 4.12.3 The Operator shall ensure that all pool water is of the level of quality and temperature stipulate with guidance listed in 4.12.2.
- 4.12.4 The Operator shall ensure that the pool water is maintained in ‘balanced’ condition. The Operator shall ensure that a balanced water test is taken weekly, duly recorded and action taken to ensure that the pool water is ‘in balance’, corrosion is eliminated, precipitants do not form, and the water is safe for pleasant bathing conditions.

- 4.12.5 The Operator shall ensure that the pool water is tested for pH and free chlorine as recommended in the guidance highlighted in 4.12.2. The Operator shall ensure that complete records are kept of all readings, date, time and type of test. These shall be available for inspection by the Authority at any time.
- 4.12.6 The Operator shall ensure that the filters are backwashed as recommended in the relevant plant maintenance instructions to ensure that the water quality is maintained at the required standard.
- 4.12.7 Pool water standards shall be maintained in line with the up-to-date PWTAG recommendations and industry standards.
- 4.12.8 In the event of more stringent standards being set by the Sports Authority and or Health and Safety Executive during the Contract Period, the Operator shall adhere to these more stringent standards. The Operator shall not use different chemical constituents to maintain the above standard without the prior approval in writing of the Authority.
- 4.12.9 The Operator shall ensure that monthly bacteriological tests are undertaken and provided to the Authorised Officer.
- 4.12.10 The Operator shall ensure that no person is permitted to use the swimming pools who is clearly unwell and may pose a risk of infection to others, including persons with open wounds or sores, wearing a bandage, sore or infected eyes or skin and / or discharges from the ears or nose.
- 4.12.11 Environmental Health Officers from the Authority retain the right to take occasional samples of water in the pools for the purpose of verifying the condition of the water.
- 4.12.12 The Operator shall ensure that the maximum instantaneous bather load is not exceeded.

Reporting requirements

- 4.12.13 The Operator shall report inspections and results of all non-compliant measurements on the asset management ICT system. The Operator shall ensure that non-conformance is reported to the Authority.
- 4.12.14 The Operator must submit details of any failure to maintain the required performance standards set out above as part of the Monthly Performance Report with actions identified for rectification.

4.13 CCTV and security

Overall requirement

- 4.13.1 Facilities that are secure and are supported by systems that provide a safe level of security to customers and staff, but which do not compromise the personal privacy of customers.

Performance standards

- 4.13.2 All relevant areas within the Facilities shall have adequate security arrangements in place.
- 4.13.3 CCTV shall be maintained according to the manufacturer's specification and operated in line with a system that provides a safe level of security to customers during their visit, but which does not compromise the personal privacy of customers.
- 4.13.4 The Operator shall ensure compliance with the Information Commissioner's Code of Practice issued under the Data Protection Act 2018 (or any replacement legislation).
- 4.13.5 The Operator shall at all times be responsible for the total security of the Facilities including all assets, equipment and stock.

- 4.13.6 The Operator shall ensure that all external and internal operational CCTV security cameras as part of the security systems are operational within the Facilities.
- 4.13.7 The Operator shall be responsible for the safekeeping of any keys to the Facilities and the maintenance of a key register. The Operator shall ensure that a list of key holders, together with their addresses and telephone numbers is supplied to the Authority, the alarm company and the Police before the Service Commencement Date. The Operator shall update the list whenever changes are made and at least quarterly.
- 4.13.8 The Operator shall ensure that the Authorised Officer is informed immediately of any loss of any such keys and the Operator shall, at their own cost, replace any such keys or replace locks as required by the Authorised Officer and shall reimburse the Authority any cost of replacement and / or any reasonable security measures implemented as a result of such a loss.
- 4.13.9 The Operator shall supply a list of names, addresses and telephone numbers of members of the Operator's staff who are on a 24 hour call out contact to the Authority, Police, and alarm companies prior to the Service Commencement Date. This list shall be immediately updated by the Operator and a new list provided in the event that there is a change to any member of staff on the list. One key holder must always be available for call-out in the event of an emergency out of normal operating hours, at a response time of not more than one hour.
- 4.13.10 The Operator shall ensure that only authorised personnel are admitted to any plant areas containing specialist equipment and machinery, e.g., boiler rooms.
- 4.13.11 The Operator shall ensure that appropriate out of hours key holders are appointed to respond to intruder alarms.

Reporting requirements

- 4.13.12 The Operator must submit details of any failure to maintain the required performance standards set out above as part of the Monthly Performance Report with actions identified for rectification.

5. Performance management and reporting

5.1 Planning to improve (service planning)

Overall requirement

- 5.1.1 An Annual Service Plan that is developed in partnership with the Authority which clearly sets out how the Services are to be developed and delivered over the forthcoming year in order to best meet the Authority's strategic objectives and contribution towards wider local strategic outcomes.
- 5.1.2 The Operator will be required to establish a baseline against the Authority's strategic objectives and, in partnership, develop an Annual Service Plan for continuous improvement in the contribution of the service in delivering those objectives.

Performance standards

- 5.1.3 The Operator acknowledges the importance of a balanced programme and shall prepare an Annual Service Plan for approval by the Authority.
- 5.1.4 The Operator shall ensure that the Annual Service Plan is effective, measurable and sustainable with clearly developed actions on how the Services are to meet the Authority's strategic objectives and contribute towards wider local strategic outcomes.
- 5.1.5 The Annual Service Plan will set out how the Operator intends to meet the performance indicator targets (see Table 2 for performance indicators) following Year 1 of the Agreement once a baseline has been established. It will also address issues identified from customer engagement and satisfaction data and the achievement of financial targets.
- 5.1.6 The Operator shall identify through the Annual Service Plan and through consultation with the Authority, where and how it will work with partners within the Facilities and through the Active Communities Service.
- 5.1.7 The Operator shall identify specific areas of joint working with the Authority to reflect the partnership approach in delivering the Services.
- 5.1.8 The Operator shall attend an Annual Service Plan workshop with the Authority one month prior to the Service Commencement Date and within two weeks of the start of each subsequent year for the duration of the Agreement.
- 5.1.9 The Annual Service Plan workshop shall provide an opportunity for both parties to work collaboratively to review the Annual Service Plan report, assess progress and agree targets and actions from the Service Plan for the year ahead.
- 5.1.10 The Operator shall be responsible for producing a draft Annual Service Plan for review at the workshop and for producing the final Annual Service Plan following the workshop.
- 5.1.11 The Operator shall ensure that the Annual Service Plan is developed and implemented. It shall ensure that the draft plan is submitted to the Authority for review six weeks prior to the Service Commencement Date and six weeks prior to the start of each subsequent year for the Contract Period.

- 5.1.12 The Operator shall ensure that the Annual Service Plan sets out in detail how Services will be measured through the performance indicators highlighted Table 2. It should make use of best practice improvement tools, for example: Sport England's Quest scheme, DataHub, and Sport England's Moving Communities platform.
- 5.1.13 The Operator shall ensure that a key focus of the Annual Service Plan is the development of pathways into sport and physical activity and relationships with local sports clubs, schools and community groups in line with the Authority's, NGBs' and Yorkshire Sport's priorities.
- 5.1.14 The Operator shall ensure that the activity programmes within the Annual Service Plan include the following requirements:
- > The programme of activities must meet the aims and objectives of both the Facilities and the Active Communities Service and are flexible to accommodate future changes in local demographics, participation trends, needs and policy.
 - > It should be dynamic, innovative and responsive to the requirements of existing and potential future customers and partners.
 - > The programme must ensure that all members of local communities may use the Facilities, including groups with higher levels of inactivity and those at higher risk of experiencing health inequalities.
 - > It must also reflect appropriate local, regional and National Governing Bodies of Sport policies and programmes with clear pathways identified for participants to progress and develop skills in line with the Authority's priorities.

Reporting requirements

- 5.1.15 The Operator shall ensure that an Annual Service Plan Progress Update is provided to the Authority on a quarterly basis as part of the Quarterly Performance Report.
- 5.1.16 The Operator must submit details of any failure to maintain the required overall requirement set out above as part of the Quarterly Performance Report.
- 5.1.17 The Operator shall ensure that the draft Annual Service Plan is provided to the Authority six weeks prior to the Service Commencement Date and six weeks prior to the start of each subsequent Contract Year.

5.2 Meetings and reporting.

Overall requirement

- 5.2.1 A structured programme of partnership meetings between the Operator and the Authority and a series of reports which provide the Authority with information on the Operator's performance in delivering the Services and plans for the future delivery of the Services.
- 5.2.2 A clear governance structure for the Agreement through a Strategic Partnership Board which meets quarterly.

Performance standards

- 5.2.3 The Operator shall ensure that there is in place at all times a clearly defined responsibility chain for implementing, monitoring and reviewing service delivery.
- 5.2.4 The Operator shall provide one overall representative or Contract Manager to be its authorised representative for the Facilities and Services operated on behalf of the Authority.

- 5.2.5 The Contract Manager shall consult with the Authority's Authorised Officer as often as may reasonably be necessary for the efficient provision of the Services.
- 5.2.6 The Authority shall be entitled to undertake inspections of the Facilities and Services at any time to monitor and review service delivery. This may include a monthly service review visit by an Authorised Officer.
- 5.2.7 The Authority and Operator will use Quest reports and other data sources where applicable to monitor, benchmark and improve performance.
- 5.2.8 The Operator's representatives shall attend meetings with the Authority's representative(s) in accordance with the schedule set out in Table 8.

Table 8: Meetings schedule

Meeting	Attendees	Agenda
Monthly (during 1 st week of each month to review previous month)	Contract Manager Authority's representatives	Review of operational and contract matters
Quarterly (within 2 weeks following the start of each quarter to review the previous quarter)	Contract Manager and other representatives Authority's representatives	Review of Quarterly Performance Report
Annual Service Plan Workshop (within 2 weeks of the start of each Contract Year)	Operator's representatives including senior manager / director Authority's representatives	<ul style="list-style-type: none"> > Review of Annual Service Report (previous year) > Development of Annual Service Plan (forthcoming year)
Strategic Partnership Board (quarterly)	Operator's representatives including senior manager / director Authority's representatives	<ul style="list-style-type: none"> > Progress on Annual Service Plan > Progress against strategic objectives and contribution towards local strategic outcomes > Financial performance > Service improvement opportunities > Variations to contract and commissioning opportunities > Other matters of a strategic nature considered appropriate for discussion by the Board

Reporting requirements

The plans / programmes listed in

- 5.2.9 Table 9 are to be submitted by the Operator to the Authority for approval. Reports to be submitted by the Operator to the Authority are listed in Table 10.

Table 9: Plans and programme reporting

Plan title	Frequency	Submission date
Draft Annual Service Plan	Annual	Six weeks prior to the Service Commencement Date and one week prior to the Annual Service Plan Workshop
Final Annual Service Plan	Annual	Within two weeks following the Annual Service Plan Workshop
Active Communities Delivery Plan	Annual	One month prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year
Health and Safety Management Improvement Strategy	Annual	One month prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year
Programme of Use	Annual	Two months prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year
Review of Protected Bookings	Annual	One month prior to submission of the Draft Annual Service Plan (from Year 2).
Exercise Referral and Cardiac Rehabilitation Programme	Annual	One month prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year
Performance Indicator Targets (for implementation the following Contract Year)	Annual	Agreed as part of the Annual Service Plan. Year 1 on the Contract Period will be baselining in order to set new performance indicator targets for Year 2. Subsequent years to be agreed at the Annual Service Plan Workshop.
Marketing Plan	Annual	One month prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year.
Planned Preventative Maintenance (PPM) Schedule	Annual	One month prior to the Service Commencement Date and two months prior to the start of each subsequent Contract Year.
Schedule of Programmed Maintenance	Annual	One month prior to the Service Commencement Date and two months prior to the start of each subsequent Contract Year

Plan title	Frequency	Submission date
Environmental and Energy Management Plan	Annual	One month prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year.
Green Travel Plan	Annual	One month prior to the Service Commencement Date and two months prior to the start of each subsequent Contract Year.
Proposal for changes to Minimum Opening House	Ad hoc	Minimum of 3 months prior to implementation of proposed changes.
Proposal for changes to Pricing Schedule	Annual Ad hoc	30 November of each year for implementation from April of the subsequent year. Minimum of 3 months prior to implementation of proposed changes.
Quest™ Plus Action Plan	In line with Quest™ Plus assessment frequency	Within one month of the receipt of the Quest™ Plus report.
Staffing structure and training plans	Annual	One month prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year

Table 10: Reports

Report title	Frequency	Submission date
Quarterly Performance Report	Quarterly	Within one week of the end of each quarter.
Annual Service Report	Annual	Within one week of the start of the second Contract Year and one week prior to the Annual Service Plan Workshop for each subsequent Contract Year.
Maintenance Report	Annual	Within one month of the start of the second Contract Year and within one month following each subsequent Contract Year.
Fire Risk Assessments	Annual	One month prior to the Service Commencement Date and one month prior to the start of each subsequent Contract Year.
Electrical Certificates	As specified by IEE regulations	Within two weeks of receipt of certificate.
Equipment Inventory	Annual	Within one month following the start of each Contract Year.
Licenses and Legislation Compliance Report	Annual	Within one month following the start of each Contract Year.
Quest Plus Report	In line with Quest™ Plus	Within one week of receipt.

Report title	Frequency	Submission date
	assessment frequency	

- 5.2.10 The Quarterly Performance Report shall contain details of any failures to maintain the overall requirements as set out in this Services Specification.
- 5.2.11 The Quarterly Performance Report should be concise and contain a maximum 1-page summary on each of the following areas:
- > Customer engagement, feedback and complaints summary
 - > Major accidents, incidents, insurance claims and near misses report
 - > KPIs – progress against performance targets
 - > Equalities impact monitoring
 - > Energy consumption data
 - > Membership and usage numbers broken down by Facility / Active Communities Service
 - > Income and expenditure accounts broken down by budget headings
 - > Maintenance Programme progress update
 - > Service Plan progress
 - > Marketing Plan progress
 - > Service Review summary
 - > Sport England Quest outputs and subsequent improvement plans (where applicable)
- 5.2.12 An assessment of Core Measures and Performance Indicators shall be included as an Appendix to the Quarterly Performance Report.
- 5.2.13 The Annual Service Report shall, as a minimum, provide a summary of the results and recommendations set out in all the reports outlined in Table 10 and report on performance against the annual plans and programmes agreed prior to the commencement of the relevant Contract Year.

[illegible]

[REDACTED]			
[REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
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Copies of agreements provided separately

Appendix 2: Advanced bookings

Provided separately.

Appendix 3: Protected bookings

Provided separately.

Appendix 4: Current Pricing / Fees & Charges

Provided separately.

Appendix 5: NSCEM – sample cleaning schedule

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]		[REDACTED]		
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]

Items for which the Authority will retain lifecycle replacement responsibility are set out in the table below and as described in Clause 14 (Condition of the Facilities) of this Agreement.

For the avoidance of doubt, any items, assets and equipment not covered within this matrix (other than equipment in NCSEM areas – see 4.3.4) shall be the responsibility of the Operator.

The lifecycle replacement responsibilities of the Operator and the Authority are set out in the table below.

Item	Authority	Operator
Water or air heating plant and systems		✓
Pipework systems, valves and fittings within (or exclusively serving) the Facilities		✓
Pool plant and disinfection systems and associated pipework valves, pumps and underground tanks and access shafts		✓
Heating/cooling and domestic water services treatment plant and chemicals (including chemical supply)		✓
Outdoor pitches and courts, surface maintenance and line markings		✓
Fans, air moving equipment inclusive of but not limited to filters, dampers, fan motors and control gear		✓
Alarm systems inclusive of but not limited to intruder alarms, fire alarms, emergency assistance alarms		✓
Light fittings, internal and external		✓
Electrical installations associated with the lighting and power distribution systems, inclusive of but not limited to fuse-boards and fuses, switchgear, switches and socket outlets, contactors, transformers and any automatic control sensors		✓
Fixed wiring systems of less than mains voltage alarms, telephones, data cables etc.		✓
Portable appliances and the obligatory annual testing required under the Public Entertainments Licence including Fire Alarm Inspections, gas equipment safety inspections and Fire Appliance testing		✓
ICT and telephone systems and equipment, whether leased, rented or owned		✓
Public address systems and equipment		✓

Item	Authority	Operator
Portable firefighting appliances, inclusive of any discharge or replacement. The Operator shall ensure that suitable firefighting appliance cover is maintained at all times		✓
Sanitary ware inclusive of but not limited to WC's, wash hand basins, sinks, water closets, showers, and wastewater preventers.		✓
Internal and external rainwater systems		✓
Fixtures, fittings, furniture, equipment and appliances		✓
Internal joinery, locks, floor fittings, spring and panic bolts		✓
Internal and exterior windows including glazed walls		✓
Emergency lighting systems		✓
Floors including sub-base and floor finishes		✓
Drains, soil pipes and fittings of all the wastewater systems		✓
Water waste preventers, cistern ball valves, taps, stop valves etc.		✓
Health and safety fittings and equipment		✓
Internal and external signs and notices		✓
Internal and external CCTV		✓
Internal decoration and the protection of the fabric of the structure (as may be necessary for the proper performance of the Service), including all tiled, boarded or otherwise covered surfaces		✓
External decoration and the protection of the fabric of the structure (as may be necessary for the proper performance of the Service), including all cladding, blockwork, tiled, boarded or otherwise covered surfaces		✓
Static components such as but not limited to boiler shells, air handling units, air ducting, cold water storage cisterns		✓
Underground services external to the Facilities including the backwash holding tanks for the swimming pool which are part of the Facility, but outside of the redlined area and shown hatched green on the plan		✓

Item	Authority	Operator
Fixed mains electrical wiring systems within the buildings, including accessories and other items		✓
Utilities cable and pipework external to the building. Including gas, electric, water and telephone mains, lightening conductors or rods		✓
Below ground drainage inclusive of inspection chambers, interceptors and access points excluding access covers, seals and galleys		✓
Foundations		✓
External walls excluding the internal finish of such walls		✓
The structural frame of the Facilities including chimneys, where they exist, excluding any internal finishes		✓
Roof coverings and structures		✓
Solar panels		✓
Structural floors, including any screed finish		✓
Rainwater pipes and gutters, external soil and waste pipes, service entry connections, flues, light fittings and signs fitted to the external roof or wall		✓
External door and window structures		✓
Lifts (including maintenance, testing and inspections in accordance with Lifting Operations and Lifting Equipment Regulations 1998)		✓
Golf course infrastructure including bridges, signage, flags, benches, rakes		✓

Appendix 7: Equipment Inventory

Provided separately.

Appendix 8: Site Boundaries

Provided separately.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

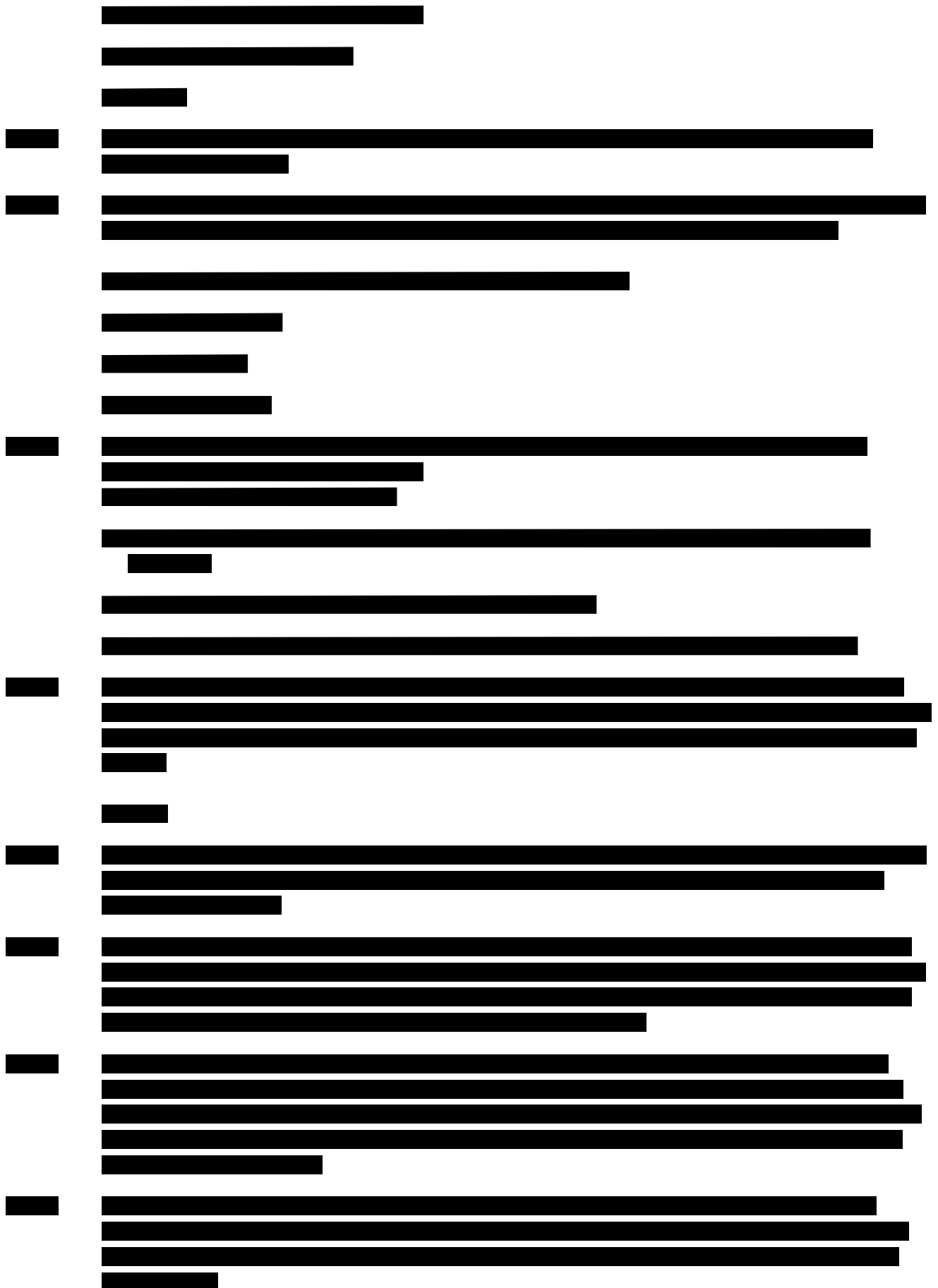
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Appendix 2 - Advanced Bookings

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Appendix 2 - Advanced Bookings

Appendix 2 - Advanced Bookings										
Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Pool		50	All year	per session		Session for people with long term health conditions	15	No	Yes	1
Pool		40	term time	per lane per hour		64 lane hours per week, term time	780	no	Yes	30

Appendix 2 - Advanced Bookings

Appendix 2 - Advanced Bookings										
Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Dance Studio		48	Year Round				60	yes	yes	1
Meeting Room		37	Term Time			Support to a social prescribing programme to engage young Mum's in partnership with [REDACTED]	10	yes	yes	3
Sports Hall		48	Year Round			Fitness member price	4	yes	yes	20
Sports Hall		48	Year Round				8	yes	yes	25
Sports Hall		46	Year Round			No bank holidays due to opening times	15	yes	yes	20
Sports Hall		48	Year Round				8	yes	yes	20
Sports Hall		48	Year Round				4	yes	yes	20
Sports Hall		48	Year Round				8	yes	yes	30
Sports Hall		48	Year Round				4	yes	yes	20
Sports Hall		48	Year Round				8	yes	yes	20
Sports Hall		48	Year Round				4	yes	yes	25
Sports Hall		48	Year Round				4	yes	yes	20
Sports Hall		48	Year Round				4	yes	yes	15
Sports Hall		48	Year Round				4	yes	yes	30
Sports Hall		48	Year Round				8	yes	yes	25
Sports Hall		48	Year Round				16	yes	yes	25
Sports Hall		48	Year Round				4	yes	yes	20
Sports Hall		48	Year Round				4	yes	yes	20
Sports Hall		28	September - April				20	yes	yes	4
Sports Hall		48	Year Round			Re-hab service to support children that have been impacted through an illness, work to their budget to allow for good facilities due to on site limitations.	10	yes	yes	5
Sports Hall		48	Year Round				4	yes	yes	20
Sports Hall		48	Year Round				8	yes	yes	1
Sports Hall		50	Year Round			[REDACTED] per week, 2 sessions per week	48	yes	yes	15
Sports Hall		5	Add Hoc			A day 9am-4pm, which engages and stimulates local school children linking with local cricket clubs.	30	yes	TBC	
Sports Hall		4	Add Hoc			School holidays [REDACTED] 5 hour- key partner engaging and delivering programmes in the local area.	,			
Sports Hall		38	Term Time				15	yes	unsure dependant on funding	20
Sports Hall		48	Year Round				6	yes	TBC	
Sports Hall		48	Year Round				15	yes	yes	1
Sports Hall		48	Year Round				10	yes	yes	3
Dance Studio		48	Year Round				2	yes	TBC	

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Communtiy Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage	Comment
Comp pool		1	January	£		1 x 25 m hire	200	Yes	Yes	TBC	Book weekly
Competition Pool & Diving Pit		1	January	£		2 day 50m event	1850	Yes	Yes		Annual Gala , book year-by-year
Competition Pool & Diving Pit		1	January	£		2 day 25m event	1850	Yes	Yes		x4 Events per year , book year-by-year
Diving Pit		1	January	£		2 day diving camp	30	Yes	Yes	N/A	One Off booking
Competition Pool & Diving Pit		1	February	£		2 day 50m event & sports hall	7200	In discussion	Yes	2024-2026	SCC in discussion with BUCS reagrding tender for 2024-2026 events
Competition Pool & Diving Pit		1	February	£		2 day 50m event	3000	Yes	Yes		x2 Events per year , book year-by-year
Diving Pit		1	March	£		1 day diving event Saturday	120	Yes	Yes		Annual Gala , book year-by-year
Competition Pool & Diving Pit		1	March	£		1 day 50m event Sunday	1850	Yes	Yes		x7 Events per year , book year-by-year
Competition Pool & Diving Pit		1	March	£		3 day 50m event (friday PM, saturday sunday)	1850	Yes	Yes		x2 Events per year , book year-by-year. ??New Pool built in Derby but limited seating??
Competition Pool & Diving Pit		1	March	£		3 day 50m event (friday PM, saturday sunday)	1850	Yes	Yes		x7 Events per year , book year-by-year
Competition Pool & Diving Pit		1	April	£		2 day 50m event (saturday sunday)	1850	Yes	Yes		x2 Events per year , book year-by-year. ??New Pool built in Derby but limited seating??
Competition Pool & Diving Pit		1	April	£		1 day 50m event Saturday	925	Yes	Yes		Annual Gala , book year-by-year
Competition Pool & Diving Pit		1	May	£		2 day 50m event	1850	Yes	Yes		x4 Events per year , book year-by-year
Competition Pool & Diving Pit		1	April	£		1 day event	1200	Yes	Yes		Annual Event , booked year-by-year
Competition Pool & Diving Pit		1	May	£		2 day 50m event	1850	Yes	Yes		x7 Events per year , book year-by-year
Diving Pit		1	June	£		2-3 day diving competition	400	Yes	Yes		
Diving Pit		1	June	£		National age groups diving championships 4 days thurs-sun	1600	Yes	Yes		Annual Event , currently booked year-by-year. SE have previosuly had multi-year deal with SCC / SCT
Competition Pool & Diving Pit		1	July	£		Artistic Swimming - 1 Saturday	3200	Yes	Yes	TBC	National Event , moves around country (1st time held @PFO in 2023)
Competition Pool & Diving Pit		1	July	£		2 day 50m event, dive pit	1850	Yes	Yes	Indefinite	x7 Events per year , book year-by-year
Competition Pool, Diving Pit and Skyline		1	July or August	£		8 day british nationals	16000	Yes	Yes	Indefinite	National Event , moves around country
Competition Pool, Diving Pit and Skyline		1	July or August	£		6 day english nationals	12000	Yes	Yes	Indefinite	Annual Event , currently booked year-by-year. SE have previosuly had multi-year deal with SCC / SCT
Competition Pool & Diving Pit		1	September	£		1 day 25m event Saturday	1850	Yes	Yes	Indefinite	x4 Events per year , book year-by-year
Competition Pool & Diving Pit		1	September	£		2 day waterpolo event 3x 25m pools	600	Yes	Yes	Indefinite	Regional Fuxtures, booked annually
Competition Pool, Diving Pit and Skyline		1	October	£		1 day national team counties event	2200	Yes	Yes	Indefinite	Annual Event , currently booked year-by-year. SE have previosuly had multi-year deal with SCC / SCT
Competition Pool, Diving Pit and Skyline		1	October	£		3 day 2x 25m event (dual pool)	3000	Yes	Yes	Indefinite	Annual Event , currently booked year-by-year. SE have previosuly had multi-year deal with SCC / SCT
Competition Pool & Diving Pit		1	November	£		2 day 2x 25m event (dual pool)	2000	Yes	Yes	Indefinite	x2 Events per year , book year-by-year.
Diving Pit		1	November	£		1 day diving event santa skills saturday or sunday	500	Yes	Yes	Indefinite	Annual Event , booked year-by-year
Competition Pool & Diving Pit		1	November	£		3 day 2x 25m event (dual pool)	6000	Yes	Yes	Indefinite	Annual Event , booked year-by-year
Competition Pool & Diving Pit		1	November	£		2 day 50m event	1850	Yes	Yes	Indefinite	x7 Events per year , book year-by-year
Competition Pool, Diving Pit and Skyline		1	December	£		3 day national winter championships (fri-sun)	4500	Yes	Yes	Indefinite	Annual Event , currently booked year-by-year. SE have previosuly had multi-year deal with SCC / SCT
Sports Hall		1	February	£		2 day event	2000	Yes	TBC	TBC	

Sports Hall		1	April	£			2 day event	1000	Yes	TBC	TBC	Possibly booking next year
Sports Hall		1	April	£			1 day sports hall	200	yes	TBC	TBC	Possibly booking next year
Sports Hall & comp & DP		1	April	£			1 day- over comp, dive & sports	300	Yes	Yes		Annual Event , booked year-by-year
Comp pool		1	May	£			1 day swimming event	500	yes	no	no	cost too high
Sports Hall		1	June	£			2 day dance competiton	1000	yes	TBC	TBC	Possibly booking next year
Comp pool		1	June	£			1 day 25 m	200	Yes	Yes		Annual Event , booked year-by-year
Comp pool		1	June	£			1 day dual pool, compete in 1 pool	500	Yes	Yes		Annual Event , booked year-by-year
Comp pool		1	June	£			2 day 50 m	1000	Yes	Yes		Annual Event , booked year-by-year
Sports Hall & comp & DP		1	August	£			2 day event	1000	Yes	TBC	TBC	Possibly booking next year
Comp pool		1	September	£			1 day 50m, no dp	300	Yes	Yes		Annual Event , booked year-by-year
Comp pool		1	September	£			2 day underwater hockey	1000	Yes	TBC	TBC	Possibly booking next year
Comp pool		1	October	£			2 day dual pool, no dp	500	Yes	Yes		Annual Event , booked year-by-year
Sports hall		1	October	£			11 days	3000	Yes	Yes		Possibly booking next year
Sports Hall & comp & DP		1	November	£			13 days	55000	Yes	Yes		Annual Event , booked year-by-year
Sports Hall		1	November	£			1 day comp	800	Yes	Yes		Annual , book year-by-year
Sports Hall		1	December	£			1 day dinner	800	Yes	Yes		Annual , book year-by-year
Sports Hall		1	December	£			1 day dinner					

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire (per 25m lane per hour)	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Competition Pool		50	all year	£		377lane hours per week avg	1885	No	Yes	30
Leisure Pool		50	all year	£		26 lane hours per week	130	No	Yes	30
Diving Pit		50	all year	£		53 lane hour per week	265	No	Yes	
Diving Pit		52	all year	£		122 lane hours per week avg	660	No	Yes	30
Diving Pit		52	all year	£		71 lane hours per week	600	No	Yes	30
Competition Pool		52	all year	£		28 lane hours per week	175	No	Yes	30
Competition Pool		53	all year	£		Discounted due to move SCT enforcing session move from Heeley. Tuesday 6 lane hours per week	50	No	Yes	30
Comp Pool / Leisure Pool		40	term time	£		66.5 lane hours per week, term time	660	No	Yes	30
Comp Pool / Leisure Pool		52	Twice a month, no sessions in Aug	£		2 sessions per month, 2 lane hours per session	20	Yes	Yes	30
Diving Pit		52	all year	£		6 lane hours per week	48	Yes	Yes	15
Diving Pit		26	all year	£		Twice a month, 6 lane hours per week	48	Yes	Yes	15
Competition Pool		42	term time	£		3 sessions each Thursday, 24 lane hours per week	150	Yes	Yes	15
Competition Pool		38	term time	£		Swim club training - 33.5 lane hours per week	150	Yes	Yes	25
Diving Pit		38	term time	£		Waterpolo training - 12 lane hours per week	100	Yes	Yes	25
Competition Pool		38	term time	£		Social Swimming - 5 lane hours per week				
Competition Pool		38	term time	£		Swim / triathlon/lifesaving club training - 33.5 lane hours per week	72	Yes	Yes	25
Diving Pit		38	term time	£		Waterpolo - 24 lane hours per week	176	Yes	Yes	25
Competition Pool		11	Oct-Feb	£		Mondays 2 session, 8 lane hours per week	65	Yes	Yes	15
Leisure Pool		46	term time	£		Pod use, twice a week, 2.5 lane hours per week. Commercial booking rate	32	Yes	Yes	4
Leisure Pool		12	all year	£		1 session a month full leisure pool use	120	Yes	Yes	1
Competition Pool			ad hoc	£			40	Yes	Yes	5
Competition Pool			Ad hoc	£		SEN School, concession rate	16	Yes	Yes	2
Competition Pool		8 / 12	Oct - Mar	£		Education programme - block bookings once or twice a year depending on programme	80	Yes	Yes	25

Appendix 2 - Advanced Bookings

Appendix 2 - Advanced Bookings												
Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Hr/ 45 mins	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage	
Sports Hall		45	Jan-Dec (not school holidays)	£	45 mins		Monday x 2 Courts 7pm-9pm	60	Yes	No	2	
Sports Hall		25	Oct - April	£	Hour		Monday x 1 court 5pm-7pm	24	Yes	Yes	6	
Sports Hall		50	Jan - Dec (when open)	£	45 mins		Tuesday x 1 court 4.45pm-6pm	24	Yes	Yes	3	
Sports Hall		45	Jan-Dec (not school holidays)	£	Hour		Tuesday x 1 court 6pm-7pm .Disability Basketball Session.	24	Yes	Yes	3	
Sports Hall		50	Jan - Dec (when open)	£	45 mins		Tuesday both sides of sports hall. Get x 2 Free badminton courts due to airflow. 7.30pm-9pm	48	Yes	Yes	15	
Sports Hall		45	Jan - Dec (when open)	£			Wednesday Free football session aimed at refugees staying in local hotel. This session can be cancelled/ changed for paid booking enquiries.	24	Yes	Yes	5	
Sports Hall		TBC		£	hour		Wednesday Disability boccla session by DAWS. X 3 badminton courts	12	Yes	Yes	1	
Sports Hall		50	Jan - Dec (when open)	£	45 mins		Wednesday Football session 45 mins 5pm-5.45pm	16	Yes	Yes	20	
Sports Hall		50	Jan - Dec (when open)	£	45 mins		Wednesday 6pm-9.30pm all year around £ per hr agreement	124	Yes	Yes	8	
Sports Hall		45	Jan - Dec (when open)	£	45 mins		Thursday 6pm-7.15pm	80	Yes	Yes	4	
Sports Hall		45	Jan - Dec (when open)	£	45 mins		Thursday x 4 badminton courts 5.45-7.15pm	24	Yes	Yes	15	
Sports Hall		50	Jan - Dec (when open)	£	45 mins		Thursday both sides of sports hall. Get x 2 Free badminton courts due to airflow. 7.30pm-9pm	48	Yes	Yes	15	
Sports Hall		25	Dates Vary	£	hour		Monday, Wednesday & Friday around events 4pm-6pm	24	Yes	Yes	2	
Sports Hall		5	Oct - April	£	hour		Dates vary this is add hoc Uni of sport fixtures	80	Yes	Yes	10	
Sports Hall		5	Jan - Dec	£	hour		Dates vary this is add hoc 1 hr bookings usually on Friday evenings	24	Yes	Yes	2	
Sports Hall		5	Jan - Dec	£	hour		Dates vary this is add hoc usually both courts x 2 hrs Saturday mornings. Price per court.	48	Yes	Yes	2	
Sports Hall		5	Jan - Dec	£			This would be a transfer of income internally from EIS. This is also add hoc dates vary usually weekends.	48	Yes	Yes	10	
Sports Hall		5	Jan - Dec	£	hour		This would be add hoc and dates vary around events	38	Yes	Yes	10	
Sports Hall		1	x 1 day a year	£			Sports Hall, Skyline, Meeting Rooms	15	Yes	Yes	2	
Sports Hall		30	Sep-June	£	hour		Approx 30 bookings a year, charged schools rate of £ per hr.	150	Yes	Yes	15	
Sports Hall		30	Sep-June	£	hour		Approx 30 bookings a year, charged schools rate of £ per hr.	30	Yes	Yes	10	
Atrium		25	Jan - Dec	£	hour		Dates Vary 1 hr a week	30	Yes	Yes	10	
Meeting Room		13	Jan-Dec (when open)	£	1.5 hours		Adhoc 13 week block bookings, 7x different sessions	30	Yes	Yes	3	
Sports Hall		52	all year	£	month			80	Yes	Yes	6	
Sports Hall		Various	Dates Vary	£	hour		Schools rate with essential connection to schools to promote SCT core programmes	150	Yes	Yes	15	
Sports Hall		Various	Dates Vary	£	hour		Schools rate with essential connection to schools to promote SCT core programmes	150	Yes	Yes	15	
Foyer				all year, swimming event weekends only	£	per weekend		Dates vary depending on events	5	Yes	Yes	2
Sports Hall/Meeting Room					£			As per EISS detail	16	Yes	Yes	8
Skyline								Agreement in place for free room hire with catering	40	Yes	Yes	6
Meeting Room		4	Once every quarter					Dates vary, usually 1 sessions every 3 months for 2 hours	12	Yes	Yes	5
Atrium		52	All year					Daily use built around other bookings	16	Yes	Yes	15
Diving Officials Room		52	All year					Daily use built around other bookings	48	Yes	Yes	15
Sports Hall/Meeting Room		20	All year					Adhoc	16	Yes	Yes	1
Sports Hall		50	All year		£	hour		Wednesday sports session	16	Yes	Yes	1
Atrium (Trampoline)		50	All year		£	hour		Rebound therapy group - Wednesday	6	Yes	Yes	1
Sports Hall		50	all year		£	hour		Tuesday football session	12	Yes	Yes	1
Sports Hall		48	all year		£	hour		Tuesday football session for Asylum seekers and Refugees	16	Yes	Yes	1

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Pool		1	January	£	0	School Gala usually booked annually	100	yes	yes	10
Pool		1	May	£	0	School Gala usually booked annually	100	yes	yes	10

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Pool		40	No bookings during Ramadan 2 weeks off over Christmas	£			40	yes	yes	15
Pool		48	No bookings during summer holidays	£			462	yes	yes	15
Pool		45	Year round	£		They usually miss a few weeks each year whilst they are awaiting the result of their funding bid, normally around July/August.	30	yes	yes	15
Pool		40	Year round	£ per lane per hour		32 lane hours per week, term time	240	no	Yes	30

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire (Hourly)	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Ice Pad		52	12 Months a year	£		Sports Sheffield Union Club	20	Yes	Yes	15
Ice Pad		52	12 Months a year	£			20	Yes	Yes	20
Ice Pad		52	12 Months a year	£			20	Yes	Yes	15
Ice Pad		52	12 Months a year	£			60	Yes	Yes	20
Ice Pad		52	12 Months a year	£			60	Yes	Yes	10
Ice Pad		52	12 Months a year	£			30	Yes	Yes	20
Ice Pad		52	12 Months a year	£			20	Yes	Yes	10
Ice Pad		52	12 Months a year	£			100	Yes	Yes	15
Ice Pad		52	12 Months a year	£			20	Yes	Yes	15
Ice Pad		52	September - April	£			260	Yes	Yes	20
Ice Pad		52	September - April	£		Plus VAT	50	Yes	Yes	20
Ice Pad		52	12 Months a year	£			30	Yes	Yes	15
Ice Pad		52	12 Months a year	£			20	Yes	Yes	15
Ice Pad		52	12 Months a year	£			20	Yes	Yes	15
Ice Pad		52	12 Months a year	£			20	Yes	Yes	15
Ice Pad		52	12 Months a year	£			20	Yes	Yes	2
Ice Pad		52	12 Months a year	£			20	Yes	Yes	10
Ice Pad		52	12 Months a year	£			50	Yes	Yes	15
Dance studio		Unlimited	12 Months a year	£	See Comments	Linked to coach management in venue	50	Yes	Yes	15
Ice Pad		9 camps a year	Feb-April-May-Aug-oct-Dec	£			125	Yes	Yes	17
Ice Pad		1 camp a year	September	£			50	Yes	Yes	10
Ice Pad		20 camps a year	12 Months a year	£			40	Yes	Yes	20
Ice Pad		8 camps a year	Feb-April-May-Aug-oct-Dec	£			40	Yes	Yes	20
Ice Pad		5 camps a year	March-September	£			80	Yes	Yes	10
Ice Pad		16 camps a year	School holidays	£		Booking is per person not hourly	40	Yes	Yes	15
Ice Pad		3 per year	Jan - Mar	£			50	Yes	Yes	10
Ice Pad		3 Comps per Year	April	£			600	Yes	Yes	15
Ice Pad		1	12 Months a year	£			50	Yes	Yes	15
Ice Pad		20 per year Games	September- May	£		Per Game	50	Yes	Yes	18
Ice Pad		5 per year games	Jan - May	£		Per Game	50	Yes	Yes	20
Ice Pad		5 per year games	Jan - May	£		Per Game	50	Yes	Yes	18
Ice Pad		10 per year games	September- May	£		Per Game	50	Yes	Yes	20
Ice Pad		10 per year games	September - May	£		Per Game	50	Yes	Yes	20
Ice Pad		10 Per year games	September - May	£		Per Game	50	Yes	Yes	15
Ice Pad		10 per year games	September - May	£		Per Game	50	Yes	Yes	15
Ice Pad		5 per year games	September - May	£		Per Game	50	Yes	Yes	15
Ice Pad		28 per year games	September- April	£		Per Game	50	Yes	Yes	20
Ice Pad		77 per year games	September- April	£		Per Game	50	Yes	Yes	20
Ice Pad		21 per year games	September- April	£		Per Game	50	Yes	Yes	20
Ice Pad		56 per year games	September- April	£		Per Game	50	Yes	Yes	20
Ice Pad		5 per year games	September - May	£		Per Game	50	Yes	Yes	15
Ice Pad		2 camps per year	Jan & April	£			50	Yes	Yes	5

Appendix 2 - Advanced Bookings

							Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire (Hourly)	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit				
Ice Pad		11 events a year	12 months a year	£			750	No	Yes	20
Ice pad		2 events a year	October-November	£			150	Yes	Yes	20
Ice Pad		10 Events a year	June-August	£			750	Yes	Yes	20
Ice Pad		27 events a year	September-April	£		Price is per game not hourly	500	Yes	Yes	20
Ice Pad		3 Comps per Year	April	£			250	Yes	Yes	15
Ice pad		6 comps per year	February-June	£			1000	Yes	Yes	20
Ice Pad		1 comp a year	June	£			150	Yes	Yes	15
Ice Pad		1 event a year	September	£		Price total	1500	Yes	Yes	10
Ice Pad		1 event a year	March	£			200	Yes	Yes	5
Ice Pad		1 event a year	March	£			1000	Yes	Yes	10
Ice Pad		1 event a year	September	£			250	Yes	Yes	2
Ice Pad		4 shows a year	December	£			In house event income link to ticket sales.	7500	Yes	Yes

Appendix 2 - Advanced Bookings

[illegible]

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Leisure Pool		Every other week	Sundays	£ per session		Private hire leisure swim	20	Yes	Yes	10
Leisure Pool		Every other week	Saturdays	£ per session		Private hire leisure swim	25	Yes	Yes	10
Leisure Pool		Term Time	Every Thursday (Term Time)	£ per session		Pool hire 1.5hrs	25	Yes	Yes	15
Leisure Pool		Every week	Every Friday	£ per session		Pool hire 1hr	25	Yes	Yes	15
Leisure Pool		Every week	Every other Tuesday	£ per session		Pool hire 1.5hrs	25	Yes	Yes	15
Teaching Pool		Every week	Sundays	£ per session - 3 lanes		Disability Club	92	Yes	Yes	1
Teaching Pool		40	Term time	£ per lane per hour		26.5 lane hours per week	300	No	Yes	30
Leisure Pool		Every week	All year	£ per client		Leisure Swim admission with Carers/Staff free of charge	15	Yes	Yes	3

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Sports Hall		Every Week	Friday & Sundays	£ per session			20	Yes	Yes	4
Sports Hall		Every Week	Sundays	£ per session		Currently working to getting the group to the charge hire price	20	Yes	Yes	4
Sports Hall		Every Week	Saturdays	£ Per session		Currently working to getting the group to the charge hire price	20	Yes	Yes	15
Sports Hall		26 weeks	Friday	£ per hour			20	Yes	Yes	1
Sports Hall		26 weeks	Thursdays	£ per hour			20	Yes	Yes	1
Sports Hall		10 weeks	Ad Hoc	£ per hour		Schools rate	90	Yes	Yes	1
Sports Hall		5 weeks	Ad Hoc	£ per hour		Schools rate	30	Yes	Yes	1
Sports Hall		10 weeks	Ad Hoc	£ per hour		Schools rate	150	Yes	Yes	1
Sports Hall		Every Week	Wednesdays	£ per session		initial programme with the Children's Hospital to support recovery.	10	Yes	Yes	1
Dance Studio		Every Week	Thursdays	£ per session		Crucial social prescribing programme to aid recovery.	20	Yes	Yes	5
Trampoline Hire		15 weeks	Mondays	£ per session		per hour per trampoline	20	Yes	Yes	5
Meeting Rooms		Every Week	Add Hoc	£ per session		Support with room hire for a partner that delivers key services to people with Learning difficulties. Linked to some sports hall and dance studio space (paid)	20	Yes	Yes	
Sports Hall		Every Week	Tuesday	£ per session			20	Yes	Yes	1
Trampoline Hire		Every Week	Monday - Sunday	£ per session		per hour per trampoline	220	No	Yes	2
Dance Studio		Every Week	Sundays	£ per session			80	Yes	Yes	1

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
1st Tee		Weekend Competition	March - Drive In	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - shotgun	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	April - members day	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 30 times	90	Yes	Yes	20 Years +
1st Tee		Weekend Competition	May - walker cup	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 36 holes	90	Yes	Yes	20 Years +
1st Tee		Weekend Competition	June - bridgewater trophy	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 10 times	40	Yes	Yes	20 Years +
1st Tee		Weekend Competition	June - mixed shield	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 12 times	48	Yes	Yes	20 Years +
1st Tee		Weekend Competition	June - presidents day (2 day event)	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 32 times	70	Yes	Yes	20 Years +
1st Tee		Weekend Competition	June - presidents day (2 day event)	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 32 times	70	Yes	Yes	20 Years +
1st Tee		Weekend Competition	July - abbey cup (mixed)	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 12 times	48	Yes	Yes	20 Years +
1st Tee		Weekend Competition	July - midsummer madness	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 25 times (clubhouse event afterwards also)	100	Yes	Yes	20 Years +
1st Tee		Weekend Competition	July - Lady captains day	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 12 times	48	Yes	Yes	20 Years +
1st Tee		Weekend Competition	July - captains day	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 36 holes	90	Yes	Yes	20 Years +
1st Tee		Weekend Competition	August - dixon bowl (mixed)	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 12 times	48	Yes	Yes	20 Years +
1st Tee		Weekend Competition	August - ryder cup event	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 24 times	96	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - club meeting (2 consecutive weekends)	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 32 times	90	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - club meeting (2 consecutive weekends)	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - 32 times	90	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Ladies Medal Final	Green Fees apply	50%	Club competition - members FOC - 8 times	24	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Ladies Stableford Final	Green Fees apply	50%	Club competition - members FOC - 8 times	24	Yes	Yes	20 Years +
1st Tee		Weekend Competition	October - captains drive out	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - shotgun	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	December - christmas fiddle	Green Fees apply	Approx 50% for non members	Club competition - members FOC and non members discounted rate - shotgun	80	Yes	Yes	20 Years +
1st Tee		weekly - sat/sunday	all year	Green Fees apply	50%	Club captains x 2 and presidents times. Weekly weekend booking	12	Yes	Yes	20 Years +
1st Tee		weekly - thursdays	all year	Green Fees apply	50%	Seniors bookings for 10 times	35	Yes	Yes	20 Years +
1st Tee		weekly - wednesdays	all year	Green Fees apply	50%	Ladies bookings for 10 times	35	Yes	Yes	20 Years +
1st Tee		Usually alternate wednesdays	typically May to Sept	Green Fees apply	50%	Sheffield union league matches - 5 times from 5pm on wednesdays	10	Yes	Yes	20 Years +
1st Tee		Usually alternate Tues/Thurs	typically May to Sept	Green Fees apply	Approx 50% for non members	Sheffield union 6 - 18 league matches - 5 times from 5pm on tuesdays or thursdays	20	Yes	Yes	20 Years +
1st Tee		varying	typically May to Sept	Green Fees apply	Approx 50% for non members	Ladies salver/SDLGU matches - dependant on how far the club progress in the competition	24	Yes	Yes	20 Years +
Clubhouse		Once	November - presentation night	Green Fees apply	50%	food supplied from clubhouse. Usually in a buffet style	50	Yes	Yes	20 Years +
Clubhouse		Once	December - AGM	Green Fees apply	50%		50	Yes	Yes	20 Years +
Clubhouse		11	Monthly booking for committee meetings (no Dec)	Green Fees apply	50%		16	Yes	Yes	20 Years +
1st Tee		Midweek Evening (1)	Buster Ramsden - Date agreed between clubs	Green Fees apply	Approx 50% for non members	Interclub event between 3 Sheffield clubs - 6 times	24	Yes	Yes	20 Years +
1st Tee		Once every 3 years	May - Ladies municipal cup	Green Fees apply	Approx 50% for non members	Interclub event between 3 Sheffield clubs - 12 times	48	Yes	Yes	20 Years +

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
1st Tee		Weekend Competition	March - Easter competition	Green Fees apply	Approx [REDACTED] for non members	Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	20 Years +
1st Tee		Weekend Competition	April - Members cup final	Green Fees apply	[REDACTED]	Club competition - members FOC - 6 times	24	Yes	Yes	20 Years +
1st Tee		Weekend Competition	May - Bolton Cup (ladies)	Green Fees apply	[REDACTED]	Club competition - members FOC - 3 times	10	Yes	Yes	20 Years +
1st Tee		Weekend Competition	May - Billy Preen (ladies)	Green Fees apply	[REDACTED]	Club competition - members FOC - 3 times	10	Yes	Yes	20 Years +
1st Tee		Weekend Competition	May - Mens v Ladies	Green Fees apply	Approx [REDACTED] for non members	Club competition - members FOC and non members discounted rate - 5 times	20	Yes	Yes	20 Years +
1st Tee		Weekend Competition	June - Presidents Day	Green Fees apply	Approx [REDACTED] for non members	Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	20 Years +
1st Tee		Weekend Competition	June - Banning Cup (36 Hole open event)	Green Fees apply	[REDACTED]	Open competition to all SUGC golf clubs - 48 times	70	Yes	Yes	20 Years +
1st Tee		Weekend Competition	June - Pro's competition	Green Fees apply	Approx [REDACTED] for non members	Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	20 Years +
1st Tee		Weekend Competition	June - Pat Bohane (ladies)	Green Fees apply	[REDACTED]	Club competition - members FOC - 3 times	10	Yes	Yes	20 Years +
1st Tee		Weekend Competition	July - Captains Day	Green Fees apply	Approx [REDACTED] for non members	Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	20 Years +
1st Tee		Weekend Competition	July - Chris Cox (ladies)	Green Fees apply	[REDACTED]	Club competition - members FOC - 3 times	10	Yes	Yes	20 Years +
1st Tee		Weekend Competition	July - Committee Match	Green Fees apply	Approx [REDACTED] for non members	Club competition - members FOC and non members discounted rate - 6 times	24	Yes	Yes	20 Years +
1st Tee		Weekend Competition	August - Len Ledger Trophy (ladies)	Green Fees apply	[REDACTED]	Club competition - members FOC - 3 times	10	Yes	Yes	20 Years +
1st Tee		Weekend Competition	August - Members Day	Green Fees apply	Approx [REDACTED] for non members	Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	20 Years +
1st Tee		Weekend Competition	August - Barlow Bowl (ladies)	Green Fees apply	[REDACTED]	Club competition - members FOC - 3 times	10	Yes	Yes	20 Years +
1st Tee		Weekend Competition	August - Bridgwater	Green Fees apply	Approx [REDACTED] for non members	Club competition - members FOC and non members discounted rate - 5 times	20	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Walkerville Cup	Green Fees apply	[REDACTED]	Club competition - members FOC - 6 times	24	Yes	Yes	20 Years +
1st Tee		Thursday Competition	September - Midweek Medal Final	Green Fees apply	[REDACTED]	Club competition - members FOC - 5 times	20	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Official Medal Final (ladies)	Green Fees apply	[REDACTED]	Club competition - members FOC - 3 times	10	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Official Medal Final	Green Fees apply	[REDACTED]	Club competition - members FOC - 6 times	24	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Bogey Final	Green Fees apply	[REDACTED]	Club competition - members FOC - 9 times	36	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Bogey Final (ladies)	Green Fees apply	[REDACTED]	Club competition - members FOC - 3 times	10	Yes	Yes	20 Years +
1st Tee		Thursday Competition	September - Midweek Stableford Final	Green Fees apply	[REDACTED]	Club competition - members FOC - 5 times	20	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Stableford Final	Green Fees apply	[REDACTED]	Club competition - members FOC - 9 times	36	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Stableford Final (ladies)	Green Fees apply	[REDACTED]	Club competition - members FOC - 3 times	10	Yes	Yes	20 Years +
1st Tee		Sunday Competition	September - Sunday Medal Final	Green Fees apply	[REDACTED]	Club competition - members FOC - 6 times	24	Yes	Yes	20 Years +
1st Tee		Weekend Competition	October - Presidents Putter	Green Fees apply	[REDACTED]	Club competition - members FOC - 6 times	24	Yes	Yes	20 Years +
1st Tee		Weekend Competition	December - Christmas competition	Green Fees apply	Approx [REDACTED] for non members	Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	20 Years +
1st Tee		weekly - sat/sunday	all year	Green Fees apply	[REDACTED]	Club captains x 2 and presidents times. Weekly weekend booking	12	Yes	Yes	20 Years +
1st Tee		Usually alternate wednesdays	typically May to Sept	Green Fees apply	[REDACTED]	Sheffield union league matches - 5 times from 5pm on wednesdays	10	Yes	Yes	20 Years +
1st Tee		Usually alternate Tues/Thurs	typically May to Sept	Green Fees apply	[REDACTED]	Sheffield union 6 - 18 league matches - 5 times from 5pm on tuesdays or thursdays	20	Yes	Yes	20 Years +
1st Tee		Midweek Evening (1)	Buster Ramsden - Date agreed between clubs	Green Fees apply	Approx [REDACTED] for non members	Interclub event between 3 Sheffield clubs - 6 times	24	Yes	Yes	20 Years +
1st Tee		Once every 3 years	May - Ladies municipal cup	Green Fees apply	Approx [REDACTED] for non members	Interclub event between 3 Sheffield clubs - 12 times	48	Yes	Yes	20 Years +

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
1st Tee		Weekend Competition	January - Captains Drive In	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	April - Allan Williams trophy	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 4 times	16	Yes	Yes	20 Years +
1st Tee		Weekend Competition	April - Past captains trophy	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 7 times	28	Yes	Yes	20 Years +
1st Tee		Weekend Competition	May - 4 person AM-AM (mixed)	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	100	Yes	Yes	20 Years +
1st Tee		Weekend Competition	May - Jubilee Cup	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	May - Captain v Presidents (mixed teams)	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 16 times	64	Yes	Yes	20 Years +
1st Tee		Weekend Competition	June - Spalding trophy	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	June - Presidents day (mixed)	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	June - Club Day (mixed)	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	July - Captains Day (mixed)	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	July - Crawley Cup	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	July - Lady Captains day	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 4 times	10	Yes	Yes	20 Years +
1st Tee		Weekend Competition	August - Vice Captains Day (mixed)	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	August - Seniors Cup	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 10 times	35	Yes	Yes	20 Years +
1st Tee		Weekend Competition	August - Club Doubles (mixed betterball)	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Bar Trophy	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Tigers v Rabbits	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Ruth Kenedy (mixed)	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 4 times	10	Yes	Yes	20 Years +
1st Tee		Weekend Competition	September - Club Doubles (mixed greensomes)	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	20 Years +
1st Tee		Weekend Competition	October - Order of Merit Trophy	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 8 times	32	Yes	Yes	20 Years +
1st Tee		Weekend Competition	October - New members Cup	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 8 times	32	Yes	Yes	20 Years +
1st Tee		Weekend Competition	December - Christmas Classic	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - Shotgun	90	Yes	Yes	20 Years +
1st Tee		Usually alternate wednesdays	typically May to Sept	Green Fees apply	10% for non members	Sheffield union league matches - 5 times from 5pm on wednesdays	10	Yes	Yes	20 Years +
1st Tee		Usually alternate Tues/Thurs	typically May to Sept	Green Fees apply	Approx 10% for non members	Sheffield union 6 - 18 league matches - 5 times from 5pm on tuesdays or thursdays	20	Yes	Yes	20 Years +
1st Tee		Weekly (10)	typically January to March - Winter league and Finals	Green Fees apply	Approx 10% for non members	Club competition - members FOC and non members discounted rate - 5 times	20	Yes	Yes	20 Years +
Club Room		11	Monthly booking for committee meetings (no Nov)	Green Fees apply	10% for non members		12	Yes	Yes	20 Years +
Club Room		1	November - AGM	Green Fees apply	10% for non members		40	Yes	Yes	20 Years +
1st Tee		Midweek Evening (1)	Buster Ramsden - Date agreed between clubs	Green Fees apply	Approx 10% for non members	Interclub event between 3 Sheffield clubs - 6 times	24	Yes	Yes	20 Years +
1st Tee		Once every 3 years	May - Ladies municipal cup	Green Fees apply	Approx 10% for non members	Interclub event between 3 Sheffield clubs - 12 times	48	Yes	Yes	20 Years +

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire (Ex VAT)	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage	Further Comments
Athletics Hall & Seminar Rooms		1	April	£		██████████ Championships - (3 days - 1 day set up & 2 competition days)	800	Yes	yes - TBC on requirements	Annual	No future dates currently booked. Event tends to move around country dependent on the cycle
Netball Hall, Basketball Hall & Seminar Rooms		2	April	£		World Snooker Qualifiers - (14 days)	2100	In Discussion	Yes	2week annual event	Qualifiers linked to World Snooker Championships, in discussions with SCC about aligning qualifiers contract wit championships contract
Athletics Hall, Netball Hall & Athletes Lounge		2	April	£		British Youth Championships - (4 days - 1 day set up & 3 competition days)	850	Yes	Yes	2 events annually	British Fencing went elsewhere for a 2yr period but have since returned and looking at 2 events annually. 3 events now boked for 2024 season
Athletics Hall, Netball Hall, Basketball Hall		1	May	£		Elections - (2 days)	950	Yes	Yes	TBC	required when Elections take place Awaiting Dates for General Election. No Local/PCC Election expected in May 2025.
Netball Hall & Basketball Hall		1	May	£		██████████ - (3 days - 1 day set up & 2 competition days)	1000	In Discussion	Yes	2 events annually	discussions around new 3-5 year deal! Calender has changed , one larger event hosted in March 2024. Discussing options of a 2nd event in Feb/Mar dependent on venue availblitty & schedules aligning
Athletics Hall		1	May	£		Functional Fitness Event - (2 days - 1 day set up & 1 competition day)	270	Yes	Yes	2	
Netball Hall		1	May	£		██████████ - (1 day)	800	Yes	TBC	TBC	Superleague Franchise , no agreement SLN fixtures hosted 2024
Basketball Hall		1	May	£		SCC Jobs Fair - (1 day)	200	Yes	TBC		
Athletics Hall, Netball Hall & Athletes Lounge		1	June	£		British Senior Fencing Championships - (4 days - 1 day set up & 3 competition days)	1050	Yes	Yes	2 events annually	British Fencing went elsewhere for a 2yr period but have since returned and looking at 2 events annually
Netball, Basketball, Table Tennis, Badminton & Multi-Purpose		1	June	£		2 days - 1 day set up & 1 competition day	800	Yes	Yes	3	
Netball Hall		2	June	£		██████████ (2x 1 day events) - cost per booking	200	Yes	TBC	1	
Athletics Hall		1	September	£		Church Group Activity Day - (1 day event)	500	Yes	No	1	Hire fees could be more in 2024 as looking for additional space/time. Discussions planned...
Netball Hall, Basketball Hall & Seminar Rooms		1	July	£		BCA Summer Extravaganza - (3 days - 1 day set up & 2 competition days)	1600	Yes	TBC	TBC	struggling for suitable dates
Netball Hall		1	July	£		Team Building Day (1 day)	150	Yes	No	N/A	One Off - Not expected to return
Car Park		1	July	£		Bassfest Car Parking (2 days)	NA	Yes	TBC	3	
Basketball Hall, Multi-Purpose Hall, Seminar & Meeting Rooms		1	July	£		Coaches/Judges Convention (6 days)	871	TBC	Yes	TBC	linked to iceS usage and EISS tenancy agreement , annual event
Netball Hall & Basketball Hall		1	August	£		2 day event	50	Yes	TBC		
Netball,Basketball,Sem Rooms,MP Hall		1	Sept (& Jan)	£		week long period of exmas, hosted twice annually , £27K F&B spend	1500	Yes	Yes	2	returned now post Covid
Athletics Hall, Netball Hall & Seminar Rooms		1	September	£		Trampoline & Tumbling Inter Regional Challenge Cup Final (3 days - 1 day set up & 2 competition days)	2790	Yes	yes - TBC on requirements	Annual	
Athletics Hall, Seminar Rooms, phoenix room & Event Base		1	September	£		British Taekwondo National Championships - (3 days - 1 day set up & 2 competition days)	1078	Yes	Yes	6	
Netball Hall		1	September	£		1 day booking	200	Yes	No	1	
Basketball Hall & Track		1	September	£		Team Building Day (1 day)	200	Yes	No	1	One Off - Not expected to return
Athletics Hall		1	November	£		Do It For You - (1 day)	300	Yes	Yes	5	
Netball Hall, Basketball Hall & Multi-Purpose		1	October	£		Invictus Training Camp - (2 day event)	240	Yes	No	N/A	One Off - Not expected to return
Athletics Track, Netball Hall & Seminar Rooms		1	October	£		1 day event	1000	Yes	Yes	5	
Athletics Hall		1	October	£		1 day event	500	Yes	TBC	1	Didnt happen 2023, not expected 2024
Basketball Hall		1	October	£		1 day event - one off event	250	Yes	No	N/A	One Off - Not expected to return
Athletics Hall, Netball, Seminar Rooms & Meeting Rooms		1	October	£		Trampoline & DMT English Championships - (4 days - 1 day set up and 3 days competition)	1890	Yes	TBC	Bi-Annual	Not coming in 2024. No future dates currently booked. Event tends to move around the country dependent on the cycle
Athletics Hall, seminar room		1	October	£		Rep It Out - (3 days - 1 day set up and 2 days competition)	1000	No	TBC		
Athletics Hall, Seminar Rooms & Meeting Rooms		3	November	£		17 Days total (3 set up/set down days & 14 competition days) - one off event	2840	Yes	No	N/A	One Off - Not expected to return and no future plans at present
Athletics Hall/Netball, Multi-Purpose & Seminar Rooms		2	November-December	£		Medical Exams - (2 days - 1 day set up & 1 day event) 2 events per year - cost per booking	200	In discussion	Yes	2 events annually	
Athletics Hall & Athletes Lounge		4	November - February	£		Total 4 events (either 1 or 2 days) - 1 per month between November - February - cost per day	800	Yes	Yes	20	5 hire days in total
Netball Hall & Meeting Rooms		1	November	£		Atemi Jiu Jitsu Nationals - (2 day event)	300	Yes	Yes	Annual Event	
Netball Hall, Basketball Hall & Seminar Rooms		3	December - March	£		3 events per year (3 days per event - 1 day set up & 2 day competition) - cost per event	525	Yes	Yes	3 events annually	British Judo were looking at alternatives around 2020 , but have stayed. The matts are the main selling point for EISS (but they are ageing and questions about competition standard) NB replacing matts to retain event wouldnt be financially viable. Dec x2 events not happening in 2024. Alternative being used
Athletics Hall		3	December - February	£		3 events per year (1 day event) - cost per booking	1000	Yes	Yes	8hrs	
Netball,Basketball,Sem Rooms,MP Hall		1	Jan (& Sept)	£		week long period of exmas, hosted twice annually , £27K F&B spend	1500	Yes	Yes	2	returned now post Covid
Athletics Hall & Athletes Lounge		2	January - March	£		England Athletics Combined - 2x events per year (2 days per event) - cost per event	550	Yes	Yes	Part of 3 events annually	Book Year-on-Year
Atheltics Hall, Netball Hall, Basketball Hall, Seminar rooms & Meeting Rooms		1	February	£		Age Group Championships - 3 days (1 day set up and 2 day event)	550	Yes	Yes	Part of 3 events annually	Book Year-on-Year , limited alternative venues , multi-year deal an option. EA just had change with Event Management Team
Athletics Hall & Athletes Lounge		1	February	£		2 day event	500	Yes	Yes	1	Unknown re 2025? Have booked ad hoc
All Areas		1	February	£		BUCS Nationals - 4 days (1 day set up and 3 event days)	2050	Yes - TBC	Yes - TBC		SCC currently in discussions about 2024-2026 events
Athletics Hall, Netball Hall, Basketball Hall & Seminar Rooms		1	March	£		Circus Spectacular - (3 days - 1 day set up & 2 event days)	1600	In Discussion	Yes	2 events annually	discussions around new 3-5 year deal
Athletics Hall, Netball Hall & Meeting Rooms		1	March	£		South Yorkshire Games Festival - 1 day event	800	Yes	Yes	15	
Athletics Hall, Netball Hall & Basketball Hall		1	March	£		2 day event	1000	Yes	Yes	10	
Athletics Hall, Netball Hall, Basketball Hall & Seminar Rooms		1	September- 2 days	£	████	2 day event that see's SCT work in partnership with SCC and Yorkshire Sport to provide opportunities for local people with disabilities to taste sports and to engage with the clubs across the city	800	Yes	Yes	6	
Athletics Hall and Basketball Hall		1	Summer months	£	████	A disability event for children that have come through the SCH services with opportunity to celebrate and see what clubs and activities are available pending their impairment.	400	Yes	Yes	5	
Multi Purpose and Basketball Hall		2	Varies	£	████	Celebration evening for foster parents and children	100	Yes	Yes	5	
Athletics Hall and Netball Hall		1	March	£		1st event in March 2023. Secured legacy monies for disability in addition to venue hire	150	Yes	TBC		
Multi Purpose and Badmitron Hall		1	June	£	████	Support a city wide initiative linked to the cities sport and physical activity strategy	150	Yes	Yes	4	
Basketball Hall		1	May	£		Food festival, stalls etc	300	Yes	No	1	
Basketball hall, Table tennis hall, Pheonix room & seminar rooms		2	November - February	£		2 day event one of our tenants, discount applied					
Basketball Hall		1	February, June, October	£		Northern GI + NOGI Submission Open 1 day event 3-4 events per year (cost per booking)	1800 (600per event)	No	Yes	1 day per event	Local company that uses 2 of our other sites for training
Athletics Hall		1	July	£		European Crossfit Championships (1 day set up, 2 day event)	1500	Yes	Yes	3 days	not sure if looking for 2025
Netball Hall, Event Base, Netball and Reception Changing Rooms		1	June	£		FA Futsal Series 1 finals (1/2 day set up, 1 day event)	800	Yes	TBC		

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire (Inc VAT)	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Netball hall		35	September - May	£		Block booking / Club mark / additional weekend usage / meeting rooms	120	Yes	Yes	20
Netball hall		48	September - July	£		Block booking / Club mark / additional weekend usage	30	Yes	Yes	20
Netball hall		48	September - July	£		Block booking / Club mark / meeting rooms	90	Yes	Yes	20
Netball hall		48	September - July	£		Block booking / Club mark / additional weekend usage / meeting rooms	90	Yes	Yes	20
Netball hall		35	September - May	£		Block booking / Club mark	90	Yes	Yes	20
Badminton hall / Table tennis hall		50	September - August	£		Block booking	30	Yes	Yes	20
Badminton hall		50	September - August	£		Block booking	30	Yes	Yes	5
Badminton hall		50	September - August	£		Block booking	30	Yes	Yes	5
Netball hall		50	September - August	£		Block booking	25	Yes	Yes	20
Basketball hall		35	September - May	£		Block booking / Club mark	60	Yes	Yes	20
Basketball hall		35	September - May	£		Block booking / Club mark	60	Yes	Yes	20
Netball hall		50	September - August	£		Block booking	24	Yes	Yes	10
Netball hall / Badminton hall		44	September - July (term time)	£		School booking	60	Yes	Yes	15
Multipurpose hall		50	September - August	£		Block booking	15	Yes	Yes	20
Netball hall / Badminton hall		50	September - August	£		Block booking	30	Yes	Yes	5
Athletics hall		4	November - March	£4		4 dates per year / 4 seperate meeting dates included (usually 2 hours)	150	Yes	Yes	10
Multipurpose hall		7	October - April	£		7 dates per year (usually one per month)	80	Yes	Yes	20
Basketball hall		10	October - April	£		weekend bookings	24	Yes	Yes	5
Netball hall		4	September - August	£		Adhoc bookings no specific dates	30	Yes	Yes	15
Netball hall		4	September - August	£		Adhoc bookings no specific dates	150	Yes	Yes	15
Multipurpose hall		2	September - August	£		Adhoc bookings no specific dates	24	Yes	Yes	20
Basketball hall		2	October - March	£		weekend bookings	24	Yes	Yes	1
Netball hall		10	September - August	£		Adhoc weekday bookings no specific dates	24	Yes	Yes	5
Athletics hall		2	September - August	£		Adhoc weekend bookings no specific dates / rate includes non exclusive use of track, seminar room, data projector - 9-5pm x2 days	30	Yes	Yes	20
Badminton hall		8	September - August	£		Adhoc bookings no specific dates	30	Yes	Yes	5
Badminton hall & Multipurpose hall		1	January - April	£		one annual date	30	Yes	Yes	10
Netball hall		1	September - March	£		Adhoc bookings no specific dates	30	Yes	Yes	10
Netball hall		4	September - March	£		Adhoc bookings no specific dates	20	Yes	Yes	5
Athletics hall		1	November - December	£		one annual date	40	Yes	Yes	5
Multipurpose hall		1	March	£		4 day training space (competition over at Ice Sheffield)	125	Yes	Yes	5
Mulipurpose hall / Baketball hall / Table tennis hall / Badminton hall		15	September - July	£		Tenant with agreement in place - Weekend bookings usually once a month using one or two halls	30	Yes	Yes	7
Netball hall		30	September - August	£		National Governing Body / weekend bookings mainly Sundays / event weekends included	80	Yes	Yes	20
Badminton hall		48	September - August	£		National Governing Body / daily programme in venue with weekendend usage	12	Yes	Yes	6
Table tennis hall		48	September - August	£		National Governing Body / daily programme in venue with weekend usage	30	Yes	Yes	15
Table tennis hall		48	September - August	£		National Governing Body / daily programme in venue with weekendend usage	30	Yes	Yes	15
Various		5	september - August	£		National Governing Body - adhoc court bookings throughout the year	100	Yes	Yes	5
Various		5	Septemb er - August	£		National Governing Body - adhoc court bookings throughout the year	300	Yes	Yes	15
All areas		30	September - March	£		Tenant with agreement in place / daytime programme	800	Yes	Yes	13
All areas		30	September - March	£		Tenant with agreement in place / evening & weekend programme	650	Yes	Yes	13
Seminar room		25	September - August	£	per day	Adhoc course dates	12	Yes	Yes	1
Various		5	September - August	£		Adhoc bookings no specific dates	250	Yes	Yes	20
Athletes lounge		3	September - August	£		3 day room booking with catering - usually in school holidays	24	Yes	Yes	3
Multipurpose hall		1	November	£		1 date per year	12	Yes	Yes	10
Athletes lounge		25	September - August	£		monthly meet 6-8pm	12	Yes	Yes	5
Multipurpose hall		1	November	£		1 date per year / schools rate	50	Yes	Yes	10
Netball / Basketball hall & seminar rooms		1	x1 April weekend / x1 May weekend	£		Hall hire comes out of England netball agreement - pay additional for Sems, seatings (additional dates used)	200	Yes	Yes	20
Basketball Hall		25	September - Apil	£		Blind Football with Sheffield FA	12	Yes	Yes	1
Basketball Hall		25	September - Apil	£		CP and Frame Football with Sheffield FA	12	Yes	Yes	1
Athletics hall		48	January - December	£		Pay per person at reception - lifecard plus price	15	Yes	Yes	10
Athletics hall		60	April-July	£		Sports Day Rate, x 60 sports days April-June	3000	Yes	Yes	20
Athletics hall		10	September-May	£		Schools SSP rate for sports days, but can only use September-May	1200	Yes	Yes	15
Athletics hall		15	September - March	£		Sports day rate x 15 approx September-March	1200	Yes	Yes	15
Various		40	September - July	£		Schools rate, various bookings throughout the school term	1200	Yes	Yes	15
Various		10	September - July	£		Schools rate, various bookings throughout the school term	600	Yes	Yes	5
Netball hall		4	Jan - July	£	per day	Set rate per day, 5 hrs a day x 2 Netball Courts	100	Yes	Yes	5
Netball hall		15	January - December	£			150	Yes	Yes	4
Netball hall		10	January - December	£		Add hoc bookings relocation from Ponds Forge	8	Yes	Yes	5
Multipurpose hall		10	January - December	£		Add hoc bookings relocation from Ponds Forge	24	Yes	Yes	5
Multipurpose hall		25	January - December	£		Will fit around current bookings	12	Yes	Yes	5
Various		20	September - July	£		Various bookings, for school usage.	90	Yes	Yes	5
Various		52	Annual	£	per month	NEAT education programme that operates during the day. Agreement allows cancellation/movement for any commercial booking. Essential programme	100	Yes	Yes	8
Various		48	Annual	£		Friday evenings, Darnall programme to integrate the local community into the venue through a range of programmes. Esseential programme.	150	Yes	Yes	2
Netball hall / Badminton hall		44	January-March (term time)	£		School booking	60	Yes	Yes	15
Seminar room		12	Annual	£		Free room booking to support committee meetings	10	Yes	Yes	8
Basketball Hall		52	Annual	£		Community basketball session on Friday evenings engaging with 18-25 year olds. Part of the cities Street Games offer	20	Yes	Yes	5
Seminar room		4	Annual	£		Meeting room to support city progression of sport	20	Yes	Yes	10
Seminar room		4	Annual	£		Meeting room to support city progression of sport	20	Yes	Yes	10
Seminar room		4	Annual	£		Meeting room to support city progression of sport	20	Yes	Yes	10

Netball hall		50	September - August	£		Block booking				
Multipurpose hall		50	September - August	£		Block booking				
Netball hall / Basketball hall		10	September - August	£		Adhoc weekend bookings				

Appendix 2 - Advanced Bookings										
Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Sports Hall		1 Day	November	£			300	Yes	Yes	5
Sports Hall		8 Days	1 x March, 1 x April, 1 x May, 2 x June, 1 x September, 1 x October, 1 x November	£		charge per date	250	Yes	Yes	5
Sports Hall		7 days	January, February, March June	£		per date	100	Yes	Yes	5
Sports Hall		2 Days	February	£		charge per date	150	Yes	Yes	5
Sports Hall		4 Days	1 x March, 1 x July, 1 x November, 1 x December	£		charge per date	300	Yes	Yes	5
Sports Hall		2 Days	1 x May & 1 x August	£		charge per date	300	Yes	Yes	5
Sports Hall		14 days	March, April, June, July, October x 2, November	£		Friday - Sunday, set up on Friday, event Saturday & Sunday. Normally additional catering charges of around Charge per date	250	Yes	Yes	5
Sports Hall, Lower Sports Hall, Dance Studio, Meeting Rooms, Squash Courts		1 Day (Bi Yearly)	September	£		National event that provides connection and opportunity for children suffering with lymphodemia.	125	Yes	Yes	8
3G, Sports hall, Squash course, lower sports hall, main pool, teaching pool		1 day a year	June	£		Schools rate, pool hire, staffing for pool and gymnastics. Essential for school integration to site and to promote clubs and activities	900	Yes	Yes	8
Sports Hall		1 day	February	£			120	Yes	Yes	1
Sports Hall		1 day					180	Yes	Yes	1
Sports Hall		2 days	March	£			400	Yes	Yes	1
Sports Hall		1 day	April	£			140	Yes	Yes	1
Sports Hall		1 day	April	£			450	Yes	Yes	1
Sports Hall		3 days	July	£			200	Yes	Yes	1
Sports Hall		2 days	October	£			200	Yes	Yes	1
Sports Hall		1 day	November	£			350	Yes	Yes	1
Sports Hall		1 day	December	£			350	Yes	Yes	1

Appendix 2 - Advanced Bookings

<u>Area (s) of Activity</u>	<u>Name of Bookee</u>	<u>Period of booking (weeks)</u>	<u>When does the booking typically occur (months)</u>	<u>Charge of Hire</u>	<u>Level of Discount (if applicable)</u>	<u>Comments/Further Details/Wider Community Benefit</u>	<u>Usual Weekly attendance (total if multiple sessions)</u>	<u>Does their current agreement end pre April 2024</u>	<u>Will the booking expect to continue usage post April 2024</u>	<u>Estimated Length of Usage</u>
Main Pool	[REDACTED]	50	Year Round	£[REDACTED]	[REDACTED]		124	Yes	Yes	25
Main Pool		44	Don't attend August & December	£[REDACTED]		Disbaility club, receiving disability discount.	20	Yes	Yes	15
Main Pool and Teaching Pool	[REDACTED]	42	Don't attend Christmas, Easter & Summer holidays	£[REDACTED] per lane per hour		9.5 lane hours per week. Commercial rate due to type of booking	60	Yes	Yes	4
Main Pool and Teaching Pool	[REDACTED]	40	Term Time	[REDACTED] per lane per hour	[REDACTED]	77 lane hours per week	540	No	Yes	30

Appendix 2 - Advanced Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage In Years)
Sports Hall		48	Year Round	£10.35			4	Yes	Yes	8
Sports Hall		48	Year Round	£31.40		Fitness Member	12	Yes	Yes	8
Sports Hall		48	Year Round	£62.80		Fitness Member	24	Yes	Yes	1
Sports Hall		48	Year Round	£10.50			4	Yes	Yes	5
Sports Hall		48	Year Round	£10.50			4	Yes	Yes	8
Sports Hall		48	Year Round	£33.60			16	Yes	Yes	6
Sports Hall		50	Year Round	£10.70			20	Yes	Yes	5
Sports Hall		37	Term Time	£210.00		Physical activity provision for various young people with learning disabilities that allows essential connection to a community setting to develop confidence in wider setting usage.	24	Yes	Yes	8
Sports Hall		50	Year Round	£224.00			40	Yes	Yes	5
Sports Hall		48	Year Round	£42.00			24	Yes	Yes	10
Sports Hall		48	Year Round	£52.00			24	Yes	Yes	1
Sports Hall		10	Add Hoc - Relocations from Ponds Forge	£10.50		No discount given pay the rate of the badminton court, will have 5 courts for 2 hours if available on relocation dates.	36	Yes	Yes	1
Sports Hall		10	Add Hoc - Relocations from Ponds Forge	£107.25			72	Yes	Yes	6
Sports Hall		48	Year Round	£30.00		Bookings on Tuesdays and Thursdasy for 2 hrs each day. £ per hour.	32	Yes	Yes	1
Sports Hall		5	Add hoc	£110		Bookings add hoc, if available. Uni Of Sheffield Sport Fixtures.	22	Yes	Yes	5
Sports Hall		48	Year Round			Income split, see contract . Working in schools and communities to provide a much needed basketball provision in the North East of the city.	125	No	Yes	1
3G		37	Term Time	£105.00			60	Yes	Yes	6
3G		48	Year Round	£42.00			16	Yes	Yes	5
3G		48	Year Round	£42.00			16	Yes	Yes	5
3G		48	Year Round	£42.00			16	Yes	Yes	5
3G		48	Year Round	£42.00			16	Yes	Yes	5
3G		48	Year Round	£42.00			16	Yes	Yes	5
3G		48	Year Round	£38.50			16	Yes	Yes	5
3G		48	Year Round	£42.00			16	Yes	Yes	5
3G		48	Year Round	£42.00			16	Yes	Yes	5
3G		48	Year Round	£42.00			16	Yes	Yes	5
3G		48	Year Round	£42.00			16	Yes	Yes	5
3G		48	Year Round	£75.00		A key outreach partner that delivers various projects and programmes to the youth working in partnership with key organisations as Sheffield City Council, South Yorkshire Police and Neighbourhood groups.	75	Yes	Yes	10
3G		37	Term Time	£47.25			16	Yes	Yes	7
3G		10	Add Hoc - when avaliable	£32		Add hoc dates 1/3 of the 3G for activities such as Zorb football - only if we have availability	16	Yes	Yes	3
3G		10	School Holidays	£200		HAF Activities whole 3G for £ a day. As above	75	Yes	Yes	10
3G		35	Football Season	£1172		Monthly charge of £ (7 Payments Sep-March inclusive), this includes 18 matches for 5 teams in a season and 5 hrs of winter training for 26 weeks. Fixtures will fit around ability counts, and we can populate to fit around and best use 3G time.	160	Yes	Yes	1
3G		12	Once a month	£135		£ per session, one session a month. An on going partnership that provides afforable provision for people disabilities across the region.	25	Yes	Yes	7
3G		10	Term Time	£125.00		Matches charged at £ per match	28	Yes	Yes	5
3G		10	Term Time	£70		Training £ per hour for 2/3s of 3G	32	Yes	Yes	5
Lower Sports Hall		48	Year Round	£25.00			16	Yes	Yes	3
Lower Sports Hall		48	Year Round	£90.64		Juniors. A club that really works with the local community and provides oportunties for participation.	50	Yes	Yes	8
Lower Sports Hall		48	Year Round	£114.67		Seniors	30	Yes	Yes	8
Lower Sports Hall		48	Year Round	£42.00		3G rate	16	Yes	Yes	4
Lower Sports Hall		48	Year Round	£30.00			20	Yes	Yes	10
Lower Sports Hall		15	Add hoc	£20.00		Add hoc dates, if space is available & happy to book week on week so other bookings take priority	25	Yes	Yes	4
Wellness Centre		48	Year Round	£20.00		A servixe that supports and impacts vulnerable, providing an essential service.	12	Yes	Yes	7
Continental Suite		13		£50.00		Reed Wellbeing are a Diabetic Education group. They run 13 week courses over 10 months. They currently have 12 separate bookings with us the earliest end date is March 23 and latest is due to end November 2023. A service that supports and impacts the vulnerable	20	Yes	Yes	1
All areas		30	Year Round	£30		per hr per area. School SSPs have various different events and bookings throughout the year. Work extensively with us to promote facilities and oportunties to local schools, allowing very strong relationships with schools.	200	Yes	Yes	15
3G		48	Year Round	£			60	Yes	Yes	1
3G		24	winter Football training	£		junior rate	15	Yes	Yes	1
3G		48	Year Round	£			15	Yes	Yes	10
3G		24	winter Football training	£		junior rate	15	Yes	Yes	1
3G		24	winter Football training	£			15	Yes	Yes	1
3G		24	winter Football training	£			15	Yes	Yes	1
3g		12	Season Fixtures	£		season rate for 12 matches	25	Yes	Yes	2
3G		12	Season Fixtures	£		season rate for 12 matches	25	Yes	Yes	1
Continental Suite & Multi Sensory		6	Ad Hoc bookings throughout the year for children's immunisations	£			40	Yes	Yes	2
Lower Sports Hall		48	Year Round	£			15	Yes	Yes	1
Lower Sports Hall		24	winter	£		historic agreement	20	Yes	Yes	10+
Lower Sports Hall		24	winter	£			20	Yes	Yes	10+
Lower Sports Hall		24	winter	£			20	Yes	Yes	10+
Lower Sports Hall		48	Year Round	£			15	Yes	Yes	1
Dance Studio		48	Year Round	£			60	yes	yes	1
Main Sports Hall		48	Year Round	£			3	Yes	Yes	1
Main Sports Hall		48	Year Round	£			12	Yes	Yes	1

Main Sports Hall		48	Year Round	£				3	Yes	Yes	1
Main Sports Hall		48	Year Round	£				20	Yes	Yes	1
3G		48	Year Round	£			junior rate	15	Yes	Yes	1
Main Sports Hall		35		£		per hour	bookings can vary in length from 2-3.5 hours	20	Yes	Yes	1

Appendix 3 - Protected Bookings

[illegible]

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Pool	[REDACTED]	50	All year	£ [REDACTED] per session	[REDACTED]	Session for people with long term health conditions	15	No	Yes	[REDACTED]
Pool	[REDACTED]	40	term time	[REDACTED] per lane per hour	[REDACTED]	64 lane hours per week, term time	780	no	Yes	[REDACTED]

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Dance Studio		48	Year Round	£			60	yes	yes	
Meeting Room		37	Term Time	£		Support to a social prescribing programme to engage young Mum's in partnership with Manor & Castle Development Trust	10	yes	yes	
Sports Hall		48	Year Round	£		Fitness member price	4	yes	yes	
Sports Hall		48	Year Round	£			8	yes	yes	
Sports Hall		46	Year Round	£		No bank holidays due to opening times	15	yes	yes	
Sports Hall		48	Year Round	£			8	yes	yes	
Sports Hall		48	Year Round	£			4	yes	yes	
Sports Hall		48	Year Round	£			8	yes	yes	
Sports Hall		48	Year Round	£			4	yes	yes	
Sports Hall		48	Year Round	£			8	yes	yes	
Sports Hall		48	Year Round	£			4	yes	yes	
Sports Hall		48	Year Round	£			4	yes	yes	
Sports Hall		48	Year Round	£			4	yes	yes	
Sports Hall		48	Year Round	£			4	yes	yes	
Sports Hall		48	Year Round	£			8	yes	yes	
Sports Hall		48	Year Round	£			16	yes	yes	
Sports Hall		48	Year Round	£			4	yes	yes	
Sports Hall		48	Year Round	£			4	yes	yes	
Sports Hall		28	September - April	£			20	yes	yes	
Sports Hall		48	Year Round	£		Re-hab service to support children that have been impacted through an illness, work to their budget to allow for good facilities due to on site limitations.	10	yes	yes	
Sports Hall		48	Year Round	£			4	yes	yes	
Sports Hall		48	Year Round	£			8	yes	yes	
Sports Hall		50	Year Round	£		£ per week, 2 sessions per week	48	yes	yes	
Sports Hall		48	Year Round	£			15	yes	yes	
Sports Hall		48	Year Round	£ per person			10	yes	yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Communtiy Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage	Comment
Competition Pool & Diving Pit		1	January	£		2 day 50m event	1850	Yes	Yes		Annual Gala , book year-by-year
Competition Pool & Diving Pit		1	January	£		2 day 25m event	1850	Yes	Yes		x4 Events per year , book year-by-year
Competition Pool & Diving Pit		1	February	£		2 day 50m event & sports hall	7200	In discussion	Yes		SCC in discussion with BUCS reagrding tender for 2024-2026 events
Competition Pool & Diving Pit		1	February	£		2 day 50m event	3000	Yes	Yes		x2 Events per year , book year-by-year
Diving Pit		1	March	£		1 day diving event Saturday	120	Yes	Yes		Annual Gala , book year-by-year
Competition Pool & Diving Pit		1	March	£		1 day 50m event Sunday	1850	Yes	Yes		x7 Events per year , book year-by-year
Competition Pool & Diving Pit		1	March	£		3 day 50m event (friday PM, saturday sunday)	1850	Yes	Yes		x2 Events per year , book year-by-year. ??New Pool built in Derby but limited seating??
Competition Pool & Diving Pit		1	March	£		3 day 50m event (friday PM, saturday sunday)	1850	Yes	Yes		x7 Events per year , book year-by-year
Competition Pool & Diving Pit		1	April	£		2 day 50m event (saturday sunday)	1850	Yes	Yes		x2 Events per year , book year-by-year. ??New Pool built in Derby but limited seating??
Competition Pool & Diving Pit		1	April	£		1 day 50m event Saturday	925	Yes	Yes		Annual Gala , book year-by-year
Competition Pool & Diving Pit		1	May	£		2 day 50m event	1850	Yes	Yes		x4 Events per year , book year-by-year
Competition Pool & Diving Pit		1	April	£		1 day event	1200	Yes	Yes		Annual Event , booked year-by-year
Competition Pool & Diving Pit		1	May	£		2 day 50m event	1850	Yes	Yes		x7 Events per year , book year-by-year
Diving Pit		1	June	£		2-3 day diving competition	400	Yes	Yes		
Diving Pit		1	June	£		National age groups diving championships 4 days thurs-sun	1600	Yes	Yes		Annual Event , currently booked year-by-year. SE have previosuly had multi-year deal with SCC / SCT
Competition Pool & Diving Pit		1	July	£		2 day 50m event, dive pit	1850	Yes	Yes		x7 Events per year , book year-by-year
Competition Pool, Diving Pit and Skyline		1	July or August	£		8 day british nationals	16000	Yes	Yes		National Event , moves around country
Competition Pool, Diving Pit and Skyline		1	July or August	£		6 day english nationals	12000	Yes	Yes		Annual Event , currently booked year-by-year. SE have previosuly had multi-year deal with SCC / SCT
Competition Pool & Diving Pit		1	September	£		1 day 25m event Saturday	1850	Yes	Yes		x4 Events per year , book year-by-year
Competition Pool & Diving Pit		1	September	£		2 day waterpolo event 3x 25m pools	600	Yes	Yes		Regional Fuxtures, booked annually
Competition Pool, Diving Pit and Skyline		1	October	£		1 day national team counties event	2200	Yes	Yes		Annual Event , currently booked year-by-year. SE have previosuly had multi-year deal with SCC / SCT
Competition Pool, Diving Pit and Skyline		1	October	£		3 day 2x 25m event (dual pool)	3000	Yes	Yes		Annual Event , currently booked year-by-year. SE have previosuly had multi-year deal with SCC / SCT
Competition Pool & Diving Pit		1	November	£		2 day 2x 25m event (dual pool)	2000	Yes	Yes		x2 Events per year , book year-by-year.
Diving Pit		1	November	£		1 day diving event santa skills saturday or sunday	500	Yes	Yes		Annual Event , booked year-by-year
Competition Pool & Diving Pit		1	November	£		3 day 2x 25m event (dual pool)	6000	Yes	Yes		Annual Event , booked year-by-year
Competition Pool & Diving Pit		1	November	£		2 day 50m event	1850	Yes	Yes		x7 Events per year , book year-by-year
Competition Pool, Diving Pit and Skyline		1	December	£		3 day national winter championships (fri-sun)	4500	Yes	Yes		Annual Event , currently booked year-by-year. SE have previosuly had multi-year deal with SCC / SCT
Sports Hall & comp & DP		1	April	£		1 day- over comp, dive & sports	300	Yes	Yes		Annual Event , booked year-by-year
Comp pool		1	June	£		1 day 25 m	200	Yes	Yes		Annual Event , booked year-by-year
Comp pool		1	June	£		1 day dual pool, compete in 1 pool	500	Yes	Yes		Annual Event , booked year-by-year

Comp pool	████	1	June	£████	████	2 day 50 m	1000	Yes	Yes	████	Annual Event , booked year-by-year
Comp pool	██████	1	September	£████	████	1 day 50m, no dp	300	Yes	Yes	████	Annual Event , booked year-by-year
Comp pool	████	1	October	£████	████	2 day dual pool, no dp	500	Yes	Yes	████	Annual Event , booked year-by-year
Sports hall	██████████	1	October	£████	████	11 days	3000	Yes	Yes	████	Possibly booking next year
Sports Hall & comp & DP	██████████	1	November	£████	████	13 days	55000	Yes	Yes	████	Annual Event , booked year-by-year
Sports Hall	████	1	November	£████	████	1 day comp	800	Yes	Yes	████	Annual , book year-by-year
Sports Hall	██████	1	December	£████	████	1 day dinner	800	Yes	Yes	████	Annual , book year-by-year
Sports Hall	██████	1	December	£████	████	1 day dinner					

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire (per 25m lane per hour)	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Competition Pool		50	all year	£		377lane hours per week avg	1885	No	Yes	
Leisure Pool		50	all year	£		26 lane hours per week	130	No	Yes	
Diving Pit		50	all year	£		53 lane hour per week	265	No	Yes	
Diving Pit		52	all year	£		122 lane hours per week avg	660	No	Yes	
Diving Pit		52	all year	£		71 lane hours per week	600	No	Yes	
Competition Pool		52	all year	£		28 lane hours per week	175	No	Yes	
Competition Pool		53	all year	£		Discounted due to move SCT enforcing session move from Heeley. Tuesday 6 lane hours per week	50	No	Yes	
Comp Pool / Leisure Pool		40	term time	£		66.5 lane hours per week, term time	660	No	Yes	
Comp Pool / Leisure Pool		52	Twice a month, no sessions in Aug	£		2 sessions per month, 2 lane hours per session	20	Yes	Yes	
Diving Pit		52	all year	£		6 lane hours per week	48	Yes	Yes	
Diving Pit		26	all year	£		Twice a month, 6 lane hours per week	48	Yes	Yes	
Competition Pool		42	term time	£		3 sessions each Thursday, 24 lane hours per week	150	Yes	Yes	
Competition Pool		38	term time	£		Swim club training - 33.5 lane hours per week	150	Yes	Yes	
Diving Pit		38	term time	£		Waterpolo training - 12 lane hours per week	100	Yes	Yes	
Competition Pool		38	term time	£		Social Swimming - 5 lane hours per week				
Competition Pool		38	term time	£		Swim / triathlon/lifesaving club training - 33.5 lane hours per week	72	Yes	Yes	
Diving Pit		38	term time	£		Waterpolo - 24 lane hours per week	176	Yes	Yes	
Competition Pool		11	Oct-Feb	£		Mondays 2 session, 8 lane hours per week	65	Yes	Yes	
Leisure Pool		46	term time	£		Pod use, twice a week, 2.5 lane hours per week. Commercial booking rate	32	Yes	Yes	
Leisure Pool		12	all year	£		1 session a month full leisure pool use	120	Yes	Yes	
Competition Pool			ad hoc	£			40	Yes	Yes	
Competition Pool			Ad hoc	£		SEN School, concession rate	16	Yes	Yes	
Competition Pool		8 / 12	Oct - Mar	£		Education programme - block bookings once or twice a year depending on programme	80	Yes	Yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Hr/ 45 mins	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Sports Hall		25	Oct - April	£100	Hour	100%	Monday x 1 court 5pm-7pm	24	Yes	Yes	1
Sports Hall		50	Jan - Dec (when open)	£100	45 mins	100%	Tuesday x 1 court 4.45pm-6pm	24	Yes	Yes	1
Sports Hall		45	Jan-Dec (not school holidays)	£100	Hour	100%	Tuesday x 1 court 6pm-7pm .Disability Basketball Session.	24	Yes	Yes	1
Sports Hall		50	Jan - Dec (when open)	£100	45 mins	100%	Tuesday both sides of sports hall. Get 100% badminton courts due to airflow. 7.30pm-9pm	48	Yes	Yes	1
Sports Hall		45	Jan - Dec (when open)	£100		100%	Wednesday Free football session aimed at refugees staying in local hotel. This session can be cancelled/ changed for paid booking enquiries.	24	Yes	Yes	1
Sports Hall		TBC		£100	hour	100%	Wednesday Disability boccia session by DAWs. X 3 badminton courts	12	Yes	Yes	1
Sports Hall		50	Jan - Dec (when open)	£100	45 mins	100%	Wednesday Football session 45 mins 5pm-5.45pm	16	Yes	Yes	1
Sports Hall		50	Jan - Dec (when open)	£100	45 mins	100%	Wednesday 6pm-9.30pm all year around £100 per hr agreement	124	Yes	Yes	1
Sports Hall		45	Jan - Dec (when open)	£100	45 mins	100%	Thursday 6pm-7.15pm	80	Yes	Yes	1
Sports Hall		45	Jan - Dec (when open)	£100	45 mins	100%	Thursday x 4 badminton courts 5.45-7.15pm	24	Yes	Yes	1
Sports Hall		50	Jan - Dec (when open)	£100	45 mins	100%	Thursday both sides of sports hall. Get x 2 Free badminton courts due to airflow. 7.30pm-9pm	48	Yes	Yes	1
Sports Hall		25	Dates Vary	£100	hour	100%	Monday, Wednesday & Friday around events 4pm-6pm	24	Yes	Yes	1
Sports Hall		5	Oct - April	£100	hour	100%	Dates vary this is add hoc Uni of sport fixtures	80	Yes	Yes	1
Sports Hall		5	Jan - Dec	£100	hour	100%	Dates vary this is add hoc 1 hr bookings usually on Friday evenings	24	Yes	Yes	1
Sports Hall		5	Jan - Dec	£100	hour	100%	Dates vary this is add hoc usually both courts x 2 hrs Saturday mornings. Price per court.	48	Yes	Yes	1
Sports Hall		5	Jan - Dec	£100		100%	This would be a transfer of income internally from EIS. This is also add hoc dates vary usually weekends.	48	Yes	Yes	1
Sports Hall		5	Jan - Dec	£100	hour	100%	This would be add hoc and dates vary around events	38	Yes	Yes	1
Sports Hall		1	x 1 day a year	£100		100%	Sports Hall, Skyline, Meeting Rooms	15	Yes	Yes	1
Sports Hall		30	Sep-June	£100	hour	100%	Approx 30 bookings a year, charged schools rate of £100 per hr.	150	Yes	Yes	1
Sports Hall		30	Sep-June	£100	hour	100%	Approx 30 bookings a year, charged schools rate of £100 per hr.	30	Yes	Yes	1
Atrium		25	Jan - Dec	£100	hour	100%	Dates Vary 1 hr a week	30	Yes	Yes	1
Meeting Room		13	Jan-Dec (when open)	£100	1.5 hours	100%	Adhoc 13 week block bookings, 7x different sessions	30	Yes	Yes	1
Sports Hall		52	all year	£100	month	100%		80	Yes	Yes	1
Sports Hall		Various	Dates Vary	£100	hour	100%	Schools rate with essential connection to schools to promote SCT core programmes	150	Yes	Yes	1
Sports Hall		Various	Dates Vary	£100	hour	100%	Schools rate with essential connection to schools to promote SCT core programmes	150	Yes	Yes	1
Foyer			all year, swimming event weekends only	£100	per weekend	100%	Dates vary depending on events	5	Yes	Yes	1
Sports Hall/Meeting Room				FOC		100%	As per EISS detail	16	Yes	Yes	1
Skyline				FOC		100%	Agreement in place for free room hire with catering	40	Yes	Yes	1
Meeting Room		4	Once every quarter	FOC		100%	Dates vary, usually 1 sessions every 3 months for 2 hours	12	Yes	Yes	1
Atrium		52	All year	FOC		100%	Daily use built around other bookings	16	Yes	Yes	1
Diving Officials Room		52	All year	FOC		100%	Daily use built around other bookings	48	Yes	Yes	1
Sports Hall		50	All year	£100	hour	100%	Wednesday sports session	16	Yes	Yes	1
Atrium (Trampoline)		50	All year	£100	hour	100%	Rebound therapy group - Wednesday	6	Yes	Yes	1
Sports Hall		50	all year	£100	hour	100%	Tuesday football session	12	Yes	Yes	1
Sports Hall		48	all year	£100	hour	100%	Tuesday football session for Asylum seekers and Refugees	16	Yes	Yes	1
Various		2	Sunday 10 - Friday 22 November 2024	£100	flat rate	100%	100% are hiring space at Ponds Forge over 12 days for the universities graduation and paying a flat fee.		No	Yes	1

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Pool		1	January	£	0	School Gala usually booked annually	100	yes	yes	
Pool		1	May	£	0	School Gala usually booked annually	100	yes	yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Pool		40	No bookings during Ramadan 2 weeks off over Christmas	£			40	yes	yes	
Pool		48	No bookings during summer holidays	£						
			Year round	£		£ per hour, £ per week	462	yes	yes	
Pool		45	Year round	£		They usually miss a few weeks each year whilst they are awaiting the result of their funding bid, normally around July/August.	30	yes	yes	
Pool		40	term time	per lane per hour		32 lane hours per week, term time	240	no	Yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire (Hourly)	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Ice Pad		52	12 Months a year	£			20	Yes	Yes	
Ice Pad		52	12 Months a year	£			20	Yes	Yes	
Ice Pad		52	12 Months a year	£			20	Yes	Yes	
Ice Pad		52	12 Months a year	£			60	Yes	Yes	
Ice Pad		52	12 Months a year	£			60	Yes	Yes	
Ice Pad		52	12 Months a year	£			30	Yes	Yes	
Ice Pad		52	12 Months a year	£			20	Yes	Yes	
Ice Pad		52	12 Months a year	£			100	Yes	Yes	
Ice Pad		52	12 Months a year	£			20	Yes	Yes	
Ice Pad		52	September - April	£			260	Yes	Yes	
Ice Pad		52	September - April	£		Plus VAT	50	Yes	Yes	
Ice Pad		52	12 Months a year	£			30	Yes	Yes	
Ice Pad		52	12 Months a year	£			20	Yes	Yes	
Ice Pad		52	12 Months a year	£			20	Yes	Yes	
Ice Pad		52	12 Months a year	£			20	Yes	Yes	
Ice Pad		52	12 Months a year	£			20	Yes	Yes	
Ice Pad		52	12 Months a year	£			20	Yes	Yes	
Ice Pad		52	12 Months a year	£			50	Yes	Yes	
Dance studio		Unlimited	12 Months a year	£	See Comments	Linked to coach management in venue	50	Yes	Yes	
Ice Pad		9 camps a year	Feb-April-May-Aug-oct-Dec	£			125	Yes	Yes	
Ice Pad		1 camp a year	September	£			50	Yes	Yes	
Ice Pad		20 camps a year	12 Months a year	£			40	Yes	Yes	
Ice Pad		8 camps a year	Feb-April-May-Aug-oct-Dec	£			40	Yes	Yes	
Ice Pad		5 camps a year	March-September	£			80	Yes	Yes	
Ice Pad		16 camps a year	School holidays	£		Booking is per person not hourly	40	Yes	Yes	
Ice Pad		3 per year	Jan - Mar	£			50	Yes	Yes	
Ice Pad		3 Comps per Year	April	£			600	Yes	Yes	
Ice Pad		1	12 Months a year	£			50	Yes	Yes	
Ice Pad		20 per year Games	September- May	£		Per Game	50	Yes	Yes	
Ice Pad		5 per year games	Jan - May	£		Per Game	50	Yes	Yes	
Ice Pad		5 per year games	Jan - May	£		Per Game	50	Yes	Yes	
Ice Pad		10 per year games	September- May	£		Per Game	50	Yes	Yes	
Ice Pad		10 per year games	September - May	£		Per Game	50	Yes	Yes	
Ice Pad		10 Per year games	September - May	£		Per Game	50	Yes	Yes	
Ice Pad		10 per year games	September - May	£		Per Game	50	Yes	Yes	
Ice Pad		5 per year games	September - May	£		Per Game	50	Yes	Yes	
Ice Pad		28 per year games	September- April	£		Per Game	50	Yes	Yes	
Ice Pad		77 per year games	September- April	£		Per Game	50	Yes	Yes	
Ice Pad		21 per year games	September- April	£		Per Game	50	Yes	Yes	
Ice Pad		56 per year games	September- April	£		Per Game	50	Yes	Yes	
Ice Pad		5 per year games	September - May	£		Per Game	50	Yes	Yes	
Ice Pad		2 camps per year	Jan & April	£			50	Yes	Yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire (Hourly)	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Ice Pad		11 events a year	12 months a year				750	No	Yes	
Ice pad		2 events a year	October-November				150	Yes	Yes	
Ice Pad		10 Events a year	June-August				750	Yes	Yes	
Ice Pad		27 events a year	September-April			Price is per game not hourly	500	Yes	Yes	
Ice Pad		3 Comps per Year	April				250	Yes	Yes	
Ice pad		6 comps per year	February-June				1000	Yes	Yes	
Ice Pad		1 comp a year	June				150	Yes	Yes	
Ice Pad		1 event a year	September			Price total	1500	Yes	Yes	
Ice Pad		1 event a year	March				200	Yes	Yes	
Ice Pad		1 event a year	March				1000	Yes	Yes	
Ice Pad		1 event a year	September				250	Yes	Yes	
Ice Pad		4 shows a year	December			In house event income link to ticket sales.	7500	Yes	Yes	

Appendix 3 - Protected Bookings

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Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Leisure Pool		Every other week	Sundays	£ per session		Private hire leisure swim	20	Yes	Yes	
Leisure Pool		Every other week	Saturdays	£ per session		Private hire leisure swim	25	Yes	Yes	
Leisure Pool		Term Time	Every Thursday (Term Time)	£ per session		Pool hire 1.5hrs	25	Yes	Yes	
Leisure Pool		Every week	Every Friday	£ per session		Pool hire 1hr	25	Yes	Yes	
Leisure Pool		Every week	Every other Tuesday	£ per session		Pool hire 1.5hrs	25	Yes	Yes	
Teaching Pool		Every week	Sundays	£ per session - 3 lanes		Disability Club	92	Yes	Yes	
Teaching Pool		40	Term time	£ per lane per hour		26.5 lane hours per week	300	No	Yes	
Leisure Pool		Every week	All year	£ per client		Leisure Swim admission with Carers/Staff free of charge	15	Yes	Yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Sports Hall		Every Week	Friday & Sundays	£ per session			20	Yes	Yes	
Sports Hall		Every Week	Sundays	£ per session		Currently working to getting the group to the charge hire price	20	Yes	Yes	
Sports Hall		Every Week	Saturdays	£ Per session		Currently working to getting the group to the charge hire price	20	Yes	Yes	
Sports Hall		26 weeks	Friday	£ per hour			20	Yes	Yes	
Sports Hall		26 weeks	Thursdays	£ per hour			20	Yes	Yes	
Sports Hall		Every Week	Wednesdsays			initial programme with the Children's Hospital to support recovery.	10	Yes	Yes	
Dance Studio		Every Week	Thursdays	£ per session	75%	Crucial social prescribing programme to aid recovery.	20	Yes	Yes	
Trampoline Hire		15 weeks	Mondays	£		per hour per trampoline	20	Yes	Yes	
Sports Hall		Every Week	Tuesday	£ per session			20	Yes	Yes	
Trampoline Hire		Every Week	Monday - Sunday	£		per hour per trampoline	220	No	Yes	
Dance Studio		Every Week	Sundays	£ per session			80	Yes	Yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
1st Tee		Weekend Competition	March - Drive In			Club competition - members FOC and non members discounted rate - shotgun	80	Yes	Yes	
1st Tee		Weekend Competition	April - members day			Club competition - members FOC and non members discounted rate - 30 times	90	Yes	Yes	
1st Tee		Weekend Competition	May - walker cup			Club competition - members FOC and non members discounted rate - 36 holes	90	Yes	Yes	
1st Tee		Weekend Competition	June - bridgewater trophy			Club competition - members FOC and non members discounted rate - 10 times	40	Yes	Yes	
1st Tee		Weekend Competition	June - mixed shield			Club competition - members FOC and non members discounted rate - 12 times	48	Yes	Yes	
1st Tee		Weekend Competition	June - presidents day (2 day event)			Club competition - members FOC and non members discounted rate - 32 times	70	Yes	Yes	
1st Tee		Weekend Competition	June - presidents day (2 day event)			Club competition - members FOC and non members discounted rate - 32 times	70	Yes	Yes	
1st Tee		Weekend Competition	July - abbey cup (mixed)			Club competition - members FOC and non members discounted rate - 12 times	48	Yes	Yes	
1st Tee		Weekend Competition	July - midsummer madness			Club competition - members FOC and non members discounted rate - 25 times (clubhouse event afterwards also)	100	Yes	Yes	
1st Tee		Weekend Competition	July - Lady captains day			Club competition - members FOC and non members discounted rate - 12 times	48	Yes	Yes	
1st Tee		Weekend Competition	July - captains day			Club competition - members FOC and non members discounted rate - 36 holes	90	Yes	Yes	
1st Tee		Weekend Competition	August - dixon bowl (mixed)			Club competition - members FOC and non members discounted rate - 12 times	48	Yes	Yes	
1st Tee		Weekend Competition	August - ryder cup event			Club competition - members FOC and non members discounted rate - 24 times	96	Yes	Yes	
1st Tee		Weekend Competition	September - club meeting (2 consecutive weekends)			Club competition - members FOC and non members discounted rate - 32 times	90	Yes	Yes	
1st Tee		Weekend Competition	September - club meeting (2 consecutive weekends)			Club competition - members FOC and non members discounted rate - 32 times	90	Yes	Yes	
1st Tee		Weekend Competition	September - Ladies Medal Final			Club competition - members FOC - 8 times	24	Yes	Yes	
1st Tee		Weekend Competition	September - Ladies Stableford Final			Club competition - members FOC - 8 times	24	Yes	Yes	
1st Tee		Weekend Competition	October - captains drive out			Club competition - members FOC and non members discounted rate - shotgun	80	Yes	Yes	
1st Tee		Weekend Competition	December - christmas fiddle			Club competition - members FOC and non members discounted rate - shotgun	80	Yes	Yes	
1st Tee		weekly - sat/sunday	all year			Club captains x 2 and presidents times. Weekly weekend booking	12	Yes	Yes	
1st Tee		weekly - thursdays	all year			Seniors bookings for 10 times	35	Yes	Yes	
1st Tee		weekly - wednesdays	all year			Ladies bookings for 10 times	35	Yes	Yes	
1st Tee		Usually alternate wednesdays	typically May to Sept			Sheffield union league matches - 5 times from 5pm on wednesdays	10	Yes	Yes	
1st Tee		Usually alternate Tues/Thurs	typically May to Sept			Sheffield union 6 - 18 league matches - 5 times from 5pm on tuesdays or thursdays	20	Yes	Yes	
1st Tee		varying	typically May to Sept			Ladies salver/SDLGU matches - dependant on how far the club progress in the competition	24	Yes	Yes	
Clubhouse		Once	November - presentation night			food supplied from clubhouse. Usually in a buffet style	50	Yes	Yes	
Clubhouse		Once	December - AGM				50	Yes	Yes	
Clubhouse		11	Monthly booking for committee meetings (no Dec)				16	Yes	Yes	
1st Tee		Midweek Evening (1)	Buster Ramsden - Date agreed between clubs			Interclub event between 3 Sheffield clubs - 6 times	24	Yes	Yes	
1st Tee		Once every 3 years	May - Ladies municipal cup			Interclub event between 3 Sheffield clubs - 12 times	48	Yes	Yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
1st Tee		Weekend Competition	March - Easter competition			Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	
1st Tee		Weekend Competition	April - Members cup final			Club competition - members FOC - 6 times	24	Yes	Yes	
1st Tee		Weekend Competition	May - Bolton Cup (ladies)			Club competition - members FOC - 3 times	10	Yes	Yes	
1st Tee		Weekend Competition	May - Billy Preen (ladies)			Club competition - members FOC - 3 times	10	Yes	Yes	
1st Tee		Weekend Competition	May - Mens v Ladies			Club competition - members FOC and non members discounted rate - 5 times	20	Yes	Yes	
1st Tee		Weekend Competition	June - Presidents Day			Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	
1st Tee		Weekend Competition	June - Banning Cup (36 Hole open event)			Open competition to all SUGC golf clubs - 48 times	70	Yes	Yes	
1st Tee		Weekend Competition	June - Pro's competition			Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	
1st Tee		Weekend Competition	June - Pat Bohane (ladies)			Club competition - members FOC - 3 times	10	Yes	Yes	
1st Tee		Weekend Competition	July - Captains Day			Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	
1st Tee		Weekend Competition	July - Chris Cox (ladies)			Club competition - members FOC - 3 times	10	Yes	Yes	
1st Tee		Weekend Competition	July - Committee Match			Club competition - members FOC and non members discounted rate - 6 times	24	Yes	Yes	
1st Tee		Weekend Competition	August - Len Ledger Trophy (ladies)			Club competition - members FOC - 3 times	10	Yes	Yes	
1st Tee		Weekend Competition	August - Members Day			Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	
1st Tee		Weekend Competition	August - Barlow Bowl (ladies)			Club competition - members FOC - 3 times	10	Yes	Yes	
1st Tee		Weekend Competition	August - Bridgwater			Club competition - members FOC and non members discounted rate - 5 times	20	Yes	Yes	
1st Tee		Weekend Competition	September - Walkerville Cup			Club competition - members FOC - 6 times	24	Yes	Yes	
1st Tee		Thursday Competition	September - Midweek Medal Final			Club competition - members FOC - 5 times	20	Yes	Yes	
1st Tee		Weekend Competition	September - Official Medal Final (ladies)			Club competition - members FOC - 3 times	10	Yes	Yes	
1st Tee		Weekend Competition	September - Official Medal Final			Club competition - members FOC - 6 times	24	Yes	Yes	
1st Tee		Weekend Competition	September - Bogey Final			Club competition - members FOC - 9 times	36	Yes	Yes	
1st Tee		Weekend Competition	September - Bogey Final (ladies)			Club competition - members FOC - 3 times	10	Yes	Yes	
1st Tee		Thursday Competition	September - Midweek Stableford Final			Club competition - members FOC - 5 times	20	Yes	Yes	
1st Tee		Weekend Competition	September - Stableford Final			Club competition - members FOC - 9 times	36	Yes	Yes	
1st Tee		Weekend Competition	September - Stableford Final (ladies)			Club competition - members FOC - 3 times	10	Yes	Yes	
1st Tee		Sunday Competition	September - Sunday Medal Final			Club competition - members FOC - 6 times	24	Yes	Yes	
1st Tee		Weekend Competition	October - Presidents Putter			Club competition - members FOC - 6 times	24	Yes	Yes	
1st Tee		Weekend Competition	December - Christmas competition			Club competition - members FOC and non members discounted rate - 16 times	60	Yes	Yes	
1st Tee		weekly - sat/sunday	all year			Club captains x 2 and presidents times. Weekly weekend booking	12	Yes	Yes	
1st Tee		Usually alternate wednesdays	typically May to Sept			Sheffield union league matches - 5 times from 5pm on wednesdays	10	Yes	Yes	
1st Tee		Usually alternate Tues/Thurs	typically May to Sept			Sheffield union 6 - 18 league matches - 5 times from 5pm on tuesdays or thursdays	20	Yes	Yes	
1st Tee		Midweek Evening (1)	Buster Ramsden - Date agreed between clubs			Interclub event between 3 Sheffield clubs - 6 times	24	Yes	Yes	
1st Tee		Once every 3 years	May - Ladies municipal cup			Interclub event between 3 Sheffield clubs - 12 times	48	Yes	Yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
1st Tee		Weekend Competition	January - Captains Drive In			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	April - Allan Williams trophy			Club competition - members FOC and non members discounted rate - 4 times	16	Yes	Yes	
1st Tee		Weekend Competition	April - Past captains trophy			Club competition - members FOC and non members discounted rate - 7 times	28	Yes	Yes	
1st Tee		Weekend Competition	May - 4 person AM-AM (mixed)			Club competition - members FOC and non members discounted rate - 25 times	100	Yes	Yes	
1st Tee		Weekend Competition	May - Jubilee Cup			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	May - Captain v Presidents (mixed teams)			Club competition - members FOC and non members discounted rate - 16 times	64	Yes	Yes	
1st Tee		Weekend Competition	June - Spalding trophy			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	June - Presidents day (mixed)			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	June - Club Day (mixed)			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	July - Captains Day (mixed)			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	July - Crawley Cup			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	July - Lady Captains day			Club competition - members FOC and non members discounted rate - 4 times	10	Yes	Yes	
1st Tee		Weekend Competition	August - Vice Captains Day (mixed)			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	August - Seniors Cup			Club competition - members FOC and non members discounted rate - 10 times	35	Yes	Yes	
1st Tee		Weekend Competition	August - Club Doubles (mixed betterball)			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	September - Bar Trophy			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	September - Tigers v Rabbits			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	September - Ruth Kenedy (mixed)			Club competition - members FOC and non members discounted rate - 4 times	10	Yes	Yes	
1st Tee		Weekend Competition	September - Club Doubles (mixed greensomes)			Club competition - members FOC and non members discounted rate - 25 times	80	Yes	Yes	
1st Tee		Weekend Competition	October - Order of Merit Trophy			Club competition - members FOC and non members discounted rate - 8 times	32	Yes	Yes	
1st Tee		Weekend Competition	October - New members Cup			Club competition - members FOC and non members discounted rate - 8 times	32	Yes	Yes	
1st Tee		Weekend Competition	December - Christmas Classic			Club competition - members FOC and non members discounted rate - Shotgun	90	Yes	Yes	
1st Tee		Usually alternate wednesdays	typically May to Sept		██████	Sheffield union league matches - 5 times from 5pm on wednesdays	10	Yes	Yes	
1st Tee		Usually alternate Tues/Thurs	typically May to Sept		██████████	Sheffield union 6 - 18 league matches - 5 times from 5pm on tuesdays or thursdays	20	Yes	Yes	
1st Tee		Weekly (10)	typically January to March - Winter league and Finals		██████████	Club competition - members FOC and non members discounted rate - 5 times	20	Yes	Yes	
Club Room		11	Monthly booking for committee meetings (no Nov)		██████████		12	Yes	Yes	
Club Room		1	November - AGM		██████████		40	Yes	Yes	
1st Tee		Midweek Evening (1)	Buster Ramsden - Date agreed between clubs		██████████	Interclub event between 3 Sheffield clubs - 6 times	24	Yes	Yes	
1st Tee		Once every 3 years	May - Ladies municipal cup		██████████	Interclub event between 3 Sheffield clubs - 12 times	48	Yes	Yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire (Ex VAT)	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage	Further Comments
Athletics Hall & Seminar Rooms	██████████	1	April	£██████		Team Gym British Championships - (3 days - 1 day set up & 2 competition days)	800	Yes	yes - TBC on requirements	██████	No future dates currently booked. Event tends to move around country dependent on the cycle
Netball Hall, Basketball Hall & Seminar Rooms	██████████	2	April	£██████		World Snooker Qualifiers - (14 days)	2100	In Discussion	Yes	██████████	Qualifiers linked to World Snooker Championships, in discussions with SCC about aligning qualifiers contract wit championships contract
Athletics Hall, Netball Hall & Athletes Lounge	██████████	2	April	£██████		British Youth Championships - (4 days - 1 day set up & 3 competition days)	850	Yes	Yes	██████████	British Fencing went elsewhere for a 2yr period but have since returned and looking at 2 events annually. 3 events now boked for 2024 season
Athletics Hall, Netball Hall, Basketball Hall	██████████	1	May	£██████		Elections - (2 days)	950	Yes	Yes	████	required when Elections take place Awaiting Dates for General Election. No Local/PCC Election expected in May 2025.
Netball Hall & Basketball Hall	██████████	1	May	£██████		Future Cheer - Circus Spectacular - (3 days - 1 day set up & 2 competition days)	1000	In Discussion	Yes	██████████	discussions around new 3-5 year deal Calender has changed , one larger event hosted in March 2024. Discussing options of a 2nd event in Feb/Mar dependent on venue availblitty & schedules aligning
Athletics Hall	██████████	1	May	£██████		Functional Fitness Event - (2 days - 1 day set up & 1 competition day)	270	Yes	Yes	████	
Athletics Hall, Netball Hall & Athletes Lounge	██████████	1	June	£██████		British Senior Fencing Championships - (4 days - 1 day set up & 3 compettition days)	1050	Yes	Yes	██████████	British Fencing went elsewhere for a 2yr period but have since returned and looking at 2 events annually
Netball, Basketball, Table Tennis, Badminton & Multi-Purpose	██████████	1	June	£██████		2 days - 1 day set up & 1 compeltion day	800	Yes	Yes	████	
Netball,Basketball.Sem Rooms,MP Hall	████████████████	1	Sept (& Jan)	£██████		week long period of exmas, hosted twice annually , █████ F&B spend	1500	Yes	Yes	████	returned now post Covid
Athletics Hall, Netball Hall & Seminar Rooms	██████████	1	September	£██████		Trampoline & Tumbling Inter Regional Challenge Cup Final (3 days - 1 day set up & 2 competition days)	2790	Yes	yes - TBC on requirements	██████	
Athletics Hall, Seminar Rooms, phoenix room & Event Base	██████████	1	September	£██████		British Taekwondo National Championships - (3 days - 1 day set up & 2 competition days)	1078	Yes	Yes	████	
Athletics Hall	██████████	1	November	£██████		Do It For You - (1 day)	300	Yes	Yes	████	
Athletics Track, Netball Hall & Seminar Rooms	██████████	1	October	£██████		1 day event	1000	Yes	Yes	████	
Athletics Hall/Netball, Multi-Purpose & Seminar Rooms	██████████████	2	November-December	£██████		Medical Exams - (2 days - 1 day set up & 1 day event) 2 events per year - cost per booking	200	In discussion	Yes	██████████	
Athletics Hall & Athletes Lounge	██████████	4	November - February	£██████		Total 4 events (either 1 or 2 days) - 1 per month between November - February - cost per day	800	Yes	Yes	████	5 hire days in total
Netball Hall & Meeting Rooms	██████████	1	November	£██████		Atemi Jiu Jitsu Nationals - (2 day event)	300	Yes	Yes	██████████	
Athletics Hall	██████████████	3	December - February	£██████		3 events per year (1 day event) - cost per booking	1000	Yes	Yes	████	
Netball,Basketball.Sem Rooms,MP Hall	██████████████	1	Jan (& Sept)	£██████		week long period of exmas, hosted twice annually , █████ F&B spend	1500	Yes	Yes	████	returned now post Covid
Athletics Hall & Athletes Lounge	██████████	2	January - March	£██████		England Athletics Combined - 2x events per year (2 days per event) - cost per event	550	Yes	Yes	██████████	Book Year-on-Year
Atheltics Hall, Netball Hall, Basketball Hall, Seminar rooms & Meeting Rooms	██████████	1	February	£██████		Age Group Championships - 3 days (1 day set up and 2 day event)	550	Yes	Yes	██████████	Book Year-on-Year , limited alternative venues , multi-year deal an option. EA just had change with Event Management Team
Athletics Hall, Netball Hall & Meeting Rooms	██████████	1	March	£██████		South Yorkshire Games Festival - 1 day event	800	Yes	Yes	████	
Athletics Hall, Netball Hall & Basketball Hall	████	1	March	£██████		2 day event	1000	Yes	Yes	████	
Athletics Hall, Netball Hall, Basketball Hall & Seminar Rooms	██████████████	1	September- 2 days	£██████	████	2 day event that see's SCT work in partnership with SCC and Yorkshire Sport to provide opportunities for local people with disabilities to taste sports and to engage with the clubs across the city	800	Yes	Yes	████	
Athletics Hall and Basketball Hall	██████████████	1	Summer months	£██████	████	A disability event for children that have come through the SCH services with opportunity to celebrate and see what clubs and activities are available pending their impairment.	400	Yes	Yes	████	
Multi Purpose and Basketball Hall	██████████████	2	Varies	£██████	████	Celebration evening for foster parents and children	100	Yes	Yes	████	
MULTI Purpose and Badmitnnon Hall	██████████████	1	June	£██████	████	Support a city wide initiative linked to the cities sport and physical activity strategy	150	Yes	Yes	████	
Basketball Hall	██████████████	1	February, June, October	£██████		Northern GI + NOGI Submission Open 1 day event 3-4 events per year (cost per booking)	1800 (600per event)	No	Yes	██████████	Local company that uses 2 of our other sites for training

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire (Inc VAT)	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Netball hall		35	September - May	£		Block booking / Club mark / additional weekend usage / meeting rooms	120	Yes	Yes	
Netball hall		48	September - July	£		Block booking / Club mark / additional weekend usage	30	Yes	Yes	
Netball hall		48	September - July	£		Block booking / Club mark / meeting rooms	90	Yes	Yes	
Netball hall		48	September - July	£		Block booking / Club mark / additional weekend usage / meeting rooms	90	Yes	Yes	
Netball hall		35	September - May	£		Block booking / Club mark	90	Yes	Yes	
Badminton hall / Table tennis hall		50	September - August	£		Block booking	30	Yes	Yes	
Badminton hall		50	September - August	£		Block booking	30	Yes	Yes	
Badminton hall		50	September - August	£		Block booking	30	Yes	Yes	
Netball hall		50	September - August	£		Block booking	25	Yes	Yes	
Basketball hall		35	September - May	£		Block booking / Club mark	60	Yes	Yes	
Basketball hall		35	September - May	£		Block booking / Club mark	60	Yes	Yes	
Netball hall		50	September - August	£		Block booking	24	Yes	Yes	
Netball hall / Badminton hall		44	September - July (term time)	£		School booking	60	Yes	Yes	
Multipurpose hall		50	September - August	£		Block booking	15	Yes	Yes	
Netball hall / Badminton hall		50	September - August	£		Block booking	30	Yes	Yes	
Athletics hall		4	November - March			4 dates per year / 4 seperate meeting dates included (usually 2 hours)	150	Yes	Yes	
Multipurpose hall		7	October - April			7 dates per year (usually one per month)	80	Yes	Yes	
Basketball hall		10	October - April			weekend bookings	24	Yes	Yes	
Netball hall		4	September - August			Adhoc bookings no specific dates	30	Yes	Yes	
Netball hall		4	September - August			Adhoc bookings no specific dates	150	Yes	Yes	
Multipurpose hall		2	September - August			Adhoc bookings no specific dates	24	Yes	Yes	
Basketball hall		2	October - March			weekend bookings	24	Yes	Yes	
Netball hall		10	September - August			Adhoc weekday bookings no specific dates	24	Yes	Yes	
Athletics hall		2	September - August	£330.00 per date		Adhoc weekend bookings no specific dates / rate includes non exclusive use of track, seminar room, data projector - 9-5pm x2 days	30	Yes	Yes	
Badminton hall		8	September - August	£35.00ph		Adhoc bookings no specific dates	30	Yes	Yes	
Badminton hall & Multipurpose hall		1	January - April	£55.00ph		one annual date	30	Yes	Yes	
Netball hall		4	September - March	£60.00ph		Adhoc bookings no specific dates	30	Yes	Yes	
Netball hall		4	September - March	£60.00ph		Adhoc bookings no specific dates	20	Yes	Yes	
Athletics hall		1	November - December	£		one annual date	40	Yes	Yes	
Multipurpose hall		1	March			4 day training space (competition over at Ice Sheffield)	125	Yes	Yes	
Mulipurpose hall / Baketball hall / Table tennis hall / Badminton hall		15	September - July	£		Tenant with agreement in place - Weekend bookings usually once a month using one or two halls	30	Yes	Yes	
Netball hall		30	September - August	£		National Governing Body / weekend bookings mainly Sundays / event weekends included	80	Yes	Yes	
Badminton hall		48	September - August	£		National Governing Body / daily programme in venue with weekendend usage	12	Yes	Yes	
Table tennis hall		48	September - August	£		National Governing Body / daily programme in venue with weekend usage	30	Yes	Yes	
Table tennis hall		48	September - August	£		National Governing Body / daily programme in venue with weekendend usage	30	Yes	Yes	
Various		5	september - August	£		National Governing Body - adhoc court bookings throughout the year	100	Yes	Yes	
Various		5	Septemb er - August	£		National Governing Body - adhoc court bookings throughout the year	300	Yes	Yes	
All areas		30	September - March	£		Tenant with agreement in place / daytime programme	800	Yes	Yes	
All areas		30	September - March	£		Tenant with agreement in place / evening & weekend programme	650	Yes	Yes	
Seminar room		25	September - August	£		Adhoc course dates	12	Yes	Yes	
Various		5	September - August	£		Adhoc bookings no specific dates	250	Yes	Yes	
Athletes lounge		3	September - August	£		3 day room booking with catering - usually in school holidays	24	Yes	Yes	
Multipurpose hall		1	November	£		1 date per year	12	Yes	Yes	
Athletes lounge		25	September - August	£		monthly meet 6-8pm	12	Yes	Yes	
Multipurpose hall		1	November	£		1 date per year / schools rate	50	Yes	Yes	
Netball / Basketball hall & seminar rooms		1	x1 April weekend / x1 May weekend	£		Hall hire comes out of England netball agreement - pay additional for Sems, seatings (additional dates used)	200	Yes	Yes	
Basketball Hall		25	September - Apil	£		Blind Football with Sheffield FA	12	Yes	Yes	
Basketball Hall		25	September - Apil	£		CP and Frame Football with Sheffield FA	12	Yes	Yes	
Athletics hall		48	January - December			Pay per person at reception - lifecard plus price	15	Yes	Yes	
Athletics hall		60	April-July	£		Sports Day Rate, x 60 sports days April-June	3000	Yes	Yes	
Athletics hall		10	September-May			Schools SSP rate for sports days, but can only use September-May	1200	Yes	Yes	
Athletics hall		15	September - March	£		Sports day rate x 15 approx September-March	1200	Yes	Yes	
Various		40	September - July	£		Schools rate, various bookings throughout the school term	1200	Yes	Yes	
Various		10	September - July	£		Schools rate, various bookings throughout the school term	600	Yes	Yes	
Netball hall		4	Jan - July			Set rate per day, 5 hrs a day x 2 Netball Courts	100	Yes	Yes	
Netball hall		15	January - December	£			150	Yes	Yes	
Netball hall		10	January - December	£		Add hoc bookings relocation from Ponds Forge	8	Yes	Yes	
Multipurpose hall		10	January - December	£		Add hoc bookings relocation from Ponds Forge	24	Yes	Yes	
Multipurpose hall		25	January - December	£		Will fit around current bookings	12	Yes	Yes	
Various		20	September - July	£		Various bookings, for school usage.	90	Yes	Yes	
Various		52	Annual	£		NEAT education programme that operates during the day. Agreement allows cancellation/movement for any commercial booking. Essential programme	100	Yes	Yes	
Various		48	Annual	£		Friday evenings, Darnall programme to integrate the local community into the venue through a range of programmes. Esseential programme.	150	Yes	Yes	
Netball hall / Badminton hall		44	January-March (term time)	£		School booking	60	Yes	Yes	
Seminar room		12	Annual			Free room booking to support committee meetings	10	Yes	Yes	
Basketball Hall		52	Annual			Community basketball session on Friday evenings engaging with 18-25 year olds. Part of the cities Street Games offer	20	Yes	Yes	
Seminar room		4	Annual			Meeting room to support city progression of sport	20	Yes	Yes	
Seminar room		4	Annual			Meeting room to support city progression of sport	20	Yes	Yes	
Seminar room		4	Annual			Meeting room to support city progression of sport	20	Yes	Yes	

Various		52	Annual		Maximum aggregate availability of 2200 hours for academic and non-academic use, 61 full days and 83 half-days for the academic lecture room.	[detail not in agreement]	No	Yes	
Table tennis hall		52	Annual		Maximum aggregate availability of 2400 hours per contract year.	[detail not in agreement]	No	Yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Sports Hall		1 Day	November	£			300	Yes	Yes	
Sports Hall		8 Days	1 x March, 1 x April, 1 x May, 2 x June, 1 x September, 1 x October, 1 x November	£		charge per date	250	Yes	Yes	
Sports Hall		7 days	January, February, March June	£		per date	100	Yes	Yes	
Sports Hall		2 Days	February	£		charge per date	150	Yes	Yes	
Sports Hall		4 Days	1 x March, 1 x July, 1 x November, 1 x December	£		charge per date	300	Yes	Yes	
Sports Hall		2 Days	1 x May & 1 x August	£		charge per date	300	Yes	Yes	
Sports Hall		14 days	March, April, June, July, October x 2, November	£		Friday - Sunday, set up on Friday, event Saturday & Sunday. Normally additional catering charges of around Charge per date	250	Yes	Yes	
Sports Hall, Lower Sports Hall, Dance Studio, Meeting Rooms, Squash Courts		1 Day (Bi Yearly)	September	£		National event that provides connection and opportunity for children suffering with lymphodemia.	125	Yes	Yes	
3G, Sports hall, Squash course, lower sports hall, main pool, teaching pool		1 day a year	June	£		Schools rate, pool hire, staffing for pool and gymnastics. Essential for school integration to site and to promote clubs and activities	900	Yes	Yes	
Sports Hall		1 day	February				120	Yes	Yes	
Sports Hall		1 day					180	Yes	Yes	
Sports Hall		2 days	March				400	Yes	Yes	
Sports Hall		1 day	April				140	Yes	Yes	
Sports Hall		1 day	April				450	Yes	Yes	
Sports Hall		3 days	July				200	Yes	Yes	
Sports Hall		2 days	October				200	Yes	Yes	
Sports Hall		1 day	November				350	Yes	Yes	
Sports Hall		1 day	December				350	Yes	Yes	

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage
Main Pool	[REDACTED]	50	Year Round	£[REDACTED]	[REDACTED]		124	Yes	Yes	[REDACTED]
Main Pool		44	Don't attend August & December	£[REDACTED]		Disbaility club, receiving disability discount.	20	Yes	Yes	[REDACTED]
Main Pool and Teaching Pool	[REDACTED]	42	Don't attend Christmas, Easter & Summer holidays	£[REDACTED] per lane per hour		9.5 lane hours per week. Commercial rate due to type of booking	60	Yes	Yes	[REDACTED]
Main Pool and Teaching Pool	[REDACTED]	40	Term Time	[REDACTED] per lane per hour	[REDACTED]	77 lane hours per week	540	No	Yes	[REDACTED]

Appendix 3 - Protected Bookings

Area (s) of Activity	Name of Bookee	Period of booking (weeks)	When does the booking typically occur (months)	Charge of Hire.	Level of Discount (if applicable)	Comments/Further Details/Wider Community Benefit	Usual Weekly attendance (total if multiple sessions)	Does their current agreement end pre April 2024	Will the booking expect to continue usage post April 2024	Estimated Length of Usage In Years)
Sports Hall		48	Year Round				4	Yes	Yes	
Sports Hall		48	Year Round			Fitness Member	12	Yes	Yes	
Sports Hall		48	Year Round			Fitness Member	24	Yes	Yes	
Sports Hall		48	Year Round				4	Yes	Yes	
Sports Hall		48	Year Round				4	Yes	Yes	
Sports Hall		48	Year Round				16	Yes	Yes	
Sports Hall		50	Year Round				20	Yes	Yes	
						Physical activity provision for various young people with learning disabilities that allows essential connection to a community setting to develop confidence in wider setting usage.				
Sports Hall		37	Term Time				24	Yes	Yes	
Sports Hall		50	Year Round				40	Yes	Yes	
Sports Hall		48	Year Round				24	Yes	Yes	
Sports Hall		48	Year Round				24	Yes	Yes	
Sports Hall		10	Add Hoc - Relocations from Ponds Forge			No discount given pay the rate of the badminton court, will have 5 courts for 2 hours if available on relocation dates.	36	Yes	Yes	
Sports Hall		10	Add Hoc - Relocations from Ponds Forge				72	Yes	Yes	
Sports Hall		48	Year Round			Bookings on Tuesdays and Thursdasy for 2 hrs each day. per hour.	32	Yes	Yes	
Sports Hall		5	Add hoc			Bookings add hoc, if avaliable. Uni Of Sheffield Sport Fixtures.	22	Yes	Yes	
Sports Hall		48	Year Round			Income split, see contract . Working in schools and communities to provide a much needed basketball provision in the North East of the city.	125	No	Yes	
3G		37	Term Time				60	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
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3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
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3G		48	Year Round				16	Yes	Yes	
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3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	
3G		48	Year Round				16	Yes	Yes	

Main Sports Hall		48	Year Round	£				3	Yes	Yes	
Main Sports Hall		48	Year Round	£				20	Yes	Yes	
3G		48	Year Round	£			junior rate	15	Yes	Yes	
Main Sports Hall		35		£		per hour	bookings can vary in length from 2-3.5 hours	20	Yes	Yes	

2024 Pricing update

Wisewood Session Pricing		
Session	Price Band	Price
2023 Group Workout 30 Mins	Non Member	£7.80
2023 Group Workout 30 Mins	Saver Card	£5.10
2023 Group Workout 45 Mins	Non Member	£7.80
2023 Group Workout 45 Mins	Saver Card	£5.10
2023 Group Workout 60 Mins	Non Member	£7.80
2023 Group Workout 60 Mins	Saver Card	£5.10
2023 Forever Active	Non Member	£4.30
2023 Gym	Non Member	£7.80
2023 Gym	Junior (A G U Required)	£5.60
2023 Teen Gym	Non Member	£5.60
Walking Football	Non Member	£3.30
Walking Netball	Non Member	£3.30
Free Spirit Badminton	Non Member	£3.30
Table Tennis Session	Non Member	£3.30
Inclusive Session (Multi Sport/Gym	Non Member	£3.30
Default	Wellbeing - GP Referral (12 Weeks)	£70.00

Wisewood Casual Pricing			
Casual Band	ACTIVITY	PEAK	OFF PEAK
Junior	Badminton	£6.35	£6.35
Adult	Badminton	£9.45	£9.45
Default	Sports Hall Hire - Full	£48.00	£30.00
Default	Sports Hall Hire - Half	£24.00	£15.00
Adult	Table Tennis	£9.45	£9.45
Junior	Table Tennis	£6.35	£6.35
Default	Outdoor Football Half	£45.00	£31.00
Default	Dance Studio Hire	£27.50	£21.00
Default	Outdoor Football Full	£90.00	£63.00
Default	Single 30 min PT Session	£22.00	N/A
Default	Single 60min PT Session	£30.00	N/A
Default	5 x 30min Sessions	£95.00	N/A
Default	10 x 30min Sessions	£140.00	N/A
Default	5 x 60min Sessions	£140.00	N/A
Default	10 x 60min Sessions	£230.00	N/A

Graves Casual Pricing	
Activity	Price
Adult Swim	£6.10
Family Swim	£14.44
G P Swim	£4.90
Junior Swim	£4.20
Under 3s Free Swim	£0.00
S Card Adult Gym	£6.80
Tennis Camp	£12.70
Table Tennis Hire	£6.70

Graves bookings Casual Pricing		
ACTIVITY	PEAK	OFF PEAK
Table Tennis	£6.70	£6.70
Teen Gym	£8.00	£8.00
Tennis Ind Booking 30 Mins	£11.70	£8.35
Tennis Ind Booking 30 Mins - saver card	£8.90	£5.60
Tennis Ind Booking 30 Mins - premium membership	£8.90	£5.60
Tennis Ind Booking 60 Mins	£24.10	£16.70
Tennis Ind Booking 60 Mins - saver card	£17.80	£11.20
Tennis Ind Booking 60 Mins - premium membership	£17.80	£11.20
Tennis Out Booking 60 Mins - saver card	£6.30	£6.30
Tennis Out Booking 60 Mins - premium membership	£6.30	£6.30
Tennis out Booking 60 Mins	£6.30	£6.30

Graves Session Pricing		
Session	Price Band	Price
2023 Adult Mini Tennis	All	£3.40
2023 Group Workout	Non Member	£7.80
2023 Group Workout	saver card	£6.20
2023 Group Workout 30 Min	Non Member	£7.80
2023 Gym	Non Member	£8.40
	Junior (A G U Required)	£5.30
2023 Gym	All	£20.20
2023 Indoor Bowls		
2023 Table Tennis	All 90 Min Session	£4.70
2023 Table Tennis	All 60 Min Session	£3.30
2023 Walking Netball	All	£16.80
2023 Wellbeing	G P Referral	£70.00
2023 lane swimming	Non Member	£6.10
2023 lane swimming	saver card	£4.90
2023 les mills sprint virtual	Non Member	£6.20
2023 les mills sprint virtual	saver card	£4.95
2023 RPM virtual	Non Member	£6.20
2023 RPM virtual	saver card	£4.95
2023 The trip virtual	Non Member	£6.20
2023 The trip virtual	saver card	£4.95
2023 aquafit	Non Member	£6.40
2023 aquafit	saver card	£5.10

Graves Sports Lessons Pricing DD		
Session	Price Band	DD Price
Gymnastics	Gymnastics DD 60min	£30.50
Tennis	Tennis DD 60min	£30.50
Swimming	SA Junior Lessons DD	£30.50
	SA Junior Lessons Saver Card	£22.50

Thorncliffe Casual Pricing	
Activity	Price
50+ Swim	£2.65
Adult Swim	£6.10
Family Swim	£14.65
Junior Swim	£4.20
Under 3 Swim	£0.00

Thorncliffe bookings Casual Pricing	
ACTIVITY	Pricing
Badminton	£8.00
Hire Dance Studio	£28.60
Room Hire 1	£21.20
Fitness Casual	£8.00
Fitness Casual Junior	£6.50
Inflatable	£6.70
Pty Room	£31.80
Pty Pool Main	£175.00
Pty Pool Teaching	£125.00

Thorncliffe Session Pricing		
Session	Price Band	Price
2021 Aqua Bounce	Junior Non Member	£5.90
2021 Aqua Class	Non Member	£7.80
2021 Group Workout	Non Member	£7.80
2021 Group Workout 30 Mins	Non-member	£7.80
2021 Group Workout 45 Mins	Non Member	£7.80
2021 Group Workout 60 Min	Non Member	£7.80
2021 Gym	Non Member	£8.00
2021 Gym	Junior (A G U Required)	£5.60

Thorncliffe Sports Lessons Pricing		
Session	Price Band	Price
Swimming	SA Junior Lessons DD	£30.50
	SA Junior Lessons Saver Ca	£22.50

Trampolining	Trampolining DD 60min	£30.50
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SCT April 24 activities pricing						
	Member		Non Member		lifeCARD Plus	
	Adult	Junior	Adult	Junior	Adult	Junior
Skating						
Leisure Skating	£ 7.45	7.45	£ 9.95	£ 9.95	£ 6.00	£ 6.00
Under 4s				£ 3.00		£ 3.00
Learn to Skate Members	FREE	FREE				
Patch						
Patch Unlimited (per month)			£ 120.00	£ 120.00		
Patch Single 80mins			£ 10.00	£ 10.00		
Patch Single 1hr			£ 7.50	£ 7.50		
Ice Hire						
Club Hire (per hour)	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00	£ 240.00

Venue	Description	Number evidenced on site	SCT Y/N	SCT Comment	Make/model if different from Description	Age/Date of acquisition (or proposal for replacement)	Condition	Maintenance/Serviceing requirements (annual/quarterly etc.)	Maintenance/servicing history (date of last service)	Approximate Net Book Value or Fair Market Value
	Beauchief Golf Course									
BEA	Toro RM3100D Surrounds	1	Y			2016		annual	Dec-23	
BEA	Toro RM5610D Fairway	1	Y			2017		annual	Dec-23	
BEA	Toro GM4000 Rotary Mower	1	Y			2016		annual	Dec-23	
BEA	Toro green master 3400 Tri-flex greens triple mower	1	Y			2017		annual	Dec-23	
BEA	Toro semi-rough rotary mower Model 4500	1	Y			2016		annual	Dec-23	
BEA	600L Truck Sprayer	1	Y			2022		annual	Dec-23	
BEA	Toro Truckster	1	Y			2022		annual	Dec-23	
BEA	Iseki tractor with lewis landlugger loader	1	Y	lewis bucket		2000		annual	Jan-23	
BEA	Cushman turf truckster	1	Y			2005		annual	Jan-23	
BEA	Stihl strimmers	3	Y	valued at approx £400 each		2021		pre use checks		
BEA	Stihl multitool with chainsaw and hedge attachments	1	Y	in excess of £1500 worth of equipment		2022		daily when used		
BEA	Flymo mower	1	Y			2016		daily when used		
BEA	Iseki tractor	1	Y	tractor with low loader		2000		annual	Jan-23	
BEA	Stihl br600 leaf blowers	3	Y	approx £600 each to replace		2022		pre use checks		
BEA	Toro truckster flat bed attachment	1	Y	in excess of £3k		2022		pre use checks		
BEA	Cushman truck top dresser attachment	1	Y			2000		pre use checks		
BEA	Cushman truck fertiliser spreader	1	Y			2000		pre use checks		
BEA	Jacobsen gplex 3 greens mower	1	Y	with thatchaway units attached		2000		pre use checks		
BEA	Hotpoint tumbledrier	1	Y					annual	Jan-23	
BEA	Cushman truck brush attachment	1	Y	in excess of £4k		2005		pre use checks		
BEA	Cushman truck bracket attachment	1	Y							
BEA	Fraser tractor trailer	1	Y			2000		pre use checks		
BEA	Makita drill and attachments	1	Y							
BEA	Stihl 211 chainsaw	1	Y			2023		daily when used		
BEA	Harlequin 1200l diesel tank	1	Y			2005		weekly check		
BEA	Grounds Maintenance Equipment misc spare parts	1	Y							
BEA	Golf Machinery Maintenance misc spare parts	1	Y							
BEA	Misc handtools	1	Y							
BEA	Fertiliser spreader	2	Y							
BEA	Filing cabinets	7	Y							
BEA	Metal storage cupboards	3	Y							
BEA	Metal storage chest	1	Y							
BEA	Compressor	1	Y							
BEA	Brick built petrol storage chamber	1	Y							
BEA	Porta loo	1	Y	There is another on site thats not SCT property.						
BEA	Sofa	6	Y							
BEA	Armchair	2	Y							
BEA	Coffee tables	6	Y							
BEA	Chairs	42	y	60 chairs on site altogether, 18 belong to golf club						
BEA	Tables	18	Y							
BEA	Highchairs	2	Y							
BEA	Standard size fridge	6	Y							
BEA	Microwave	1	Y							
BEA	First aid kit	1	Y							
BEA	Storage Cabinet	2	Y							
BEA	Mirrors	4	N	We think these belong to the Golf Club and are located in the female changing rooms, however this isnt ratified.						
BEA	Small drinks fridge	2	Y							
BEA	Mugs + saucers (approx 30 mugs per shelf)	2 shelves	Y							
BEA	Teapots - (approx 15 per shelf)	1 shelves	Y							
BEA	Plates and bowls- (approximately 30 items per shelf)	1 shelf	Y							
BEA	Metal serving platters (approximately 10 per shelf)	1 shelf	Y							
BEA	Wooden serving boards (approximately 30 per shelf)	1 shelf	Y							
BEA	Metal trays (approximately 10 per shelf)	1 shelf	Y							
BEA	Glass jugs (approximately 20 items per shelf)	1 shelf	Y							
BEA	Ceramic serving pots (approximately 15 per shelf)	1 shelf	Y							
BEA	Glasses (approx 20 glasses per shelf)	12 shelves	Y							
BEA	Beer tap units	2	N	All pumps/taps/Pipes & coolers are owned by the brewery, when/if a new brewery takes oves they eiher buy the kit or replace it.						
BEA	Lincat hot water boiler dispenser	1	Y							
BEA	Pedal bin	1	Y							
BEA	Safe	1	Y							
BEA	Plug in oil radiators	4	Y							
BEA	Movable metal kitchen worktops with shelf	2	Y							
BEA	Chest freezer large	2	Y							
BEA	Chest freezer small	2	Y							
BEA	Vision v21e drinks cooler	1	Y							
BEA	Keg trolley	1	Y							
BEA	Pukka pie warmers	2	Y							
BEA	Plug in fan	1	Y							
BEA	Samsung microwave	1	Y							
BEA	Commercial oven with 6 ring hob and hot plate	1	Y					annual	Sep-23	
BEA	Deep fat fryer	1	Y							
BEA	Pots and pans	1 shelf full	Y							
BEA	Washrite glass washer	1	Y				2022			
BEA	Cutlery trays (full)	2	Y							
BEA	Standing domestic style freezer	1	Y							
BEA	Insect-o-cutor fly zapper machine	1	Y							
BEA	Indoor hanging rails	3	Y							
BEA	Indoor changing benches	5	Y							
BEA	Freestanding cupboards	4	Y							
BEA	Lockers	76	Y							
BEA	Waste bin	7	Y							
BEA	Soap dispenser	5	Y							
BEA	Sanitiser dispenser stand	2	Y							
BEA	Sanitiser dispenser stand	1	Y							
BEA	Vacuum cleaner domestic size	4	Y							
BEA	Book case	1	Y							
BEA	Food warmer	1	Y							
BEA	Projector sceen/board	1	Y/N	Screen and board SCT, projector itself TTC						
BEA	LCD TVs approx 32 inch	2	Y							
BEA	Flipchart board	1	Y							
BEA	Standing fan	1	Y							
BEA	Folding tables	2	Y							
BEA	Outdoor round wooden benches (8 seats per bench)	6	Y							
BEA	Outdoor metal square table	1	Y							
BEA	Parasols	2	Y							
BEA	Outdoor Benches	2	Y							
BEA	Defibrillator	1	Y							
BEA	Boot brush/cleaner	1	Y							

BEA	Metal Storage containers units	5	Y							
by Golf Course										
BIR	Steel storage containers	6	Y/N			2000				
BIR	Toro Groundsmaster 4500D	1	Y/N	TORO GM4500 Rotary Mower on lease until March 2024		2017		annual	Jan-24	
BIR	Toro Reelmaster 3100D Surrounds	1	Y			2017		annual	Jan-24	
BIR	Toro Reelmaster 5610D Fairway	1	Y			2016		annual	Jan-24	
BIR	Toro Workman Team Sprayer	1	Y			2017		annual	Jan-24	
BIR	Iseki Lewis Langlugger	1	Y	tractor bucket		2000		annual	Feb-23	
BIR	Toro Greensmaster 3400 Triflex mower	1	Y			2016		annual	Jan-24	
BIR	Jacobsen Greensking IV Desi mower	1	Y	thatchaway units attached		2000		annual	Feb-23	
BIR	Jacobsen Eclipse 322 mower	1	Y	old greens mower		2008		annual	Feb-23	
BIR	Kubota RTV900MR Utility Vehicle	1	Y			2013		annual	Feb-23	
BIR	Stihl MS 181 chainsaw	1	Y			2023		daily when used		
BIR	Stihl MS 271 chainsaw	1	Y			2023		daily when used		
BIR	Stihl skimmer	3	Y			2015		pre use checks		
BIR	Stiga SB29S skimmer	2	Y			2015		pre use checks		
BIR	Stihl BR600 leaf blower	2	Y			2022		pre use checks		
BIR	Honda GCV 160 Rotary Mower	1	Y	flymo		2014		daily when used		
BIR	Honda GCV 160 5.5 Rotary Mower	1	Y	flymo		2014		daily when used		
BIR	Stihl RE143 pressure wash	1	Y							
BIR	Stihl polesaw	1	Y					daily when used		
BIR	Steel lockers	7	Y							
BIR	Washing machine	1	Y							
BIR	JCB Airmaster 24	1	Y							
BIR	Harlequin 1200l diesel tank	1	Y			2005		weekly check		
Concord Sports Centre										
CSC	Epson receipt machine	4	Y							
CSC	Orbin barcode scanner	4	Y							
CSC	Motorola DM4600 walkie talkie reciever	1	Y							
CSC	Electronic wrist band reader	3	Y							
CSC	Safescan automated coin counter/sorter	2	Y							
CSC	Logitech wireless keyboard + mouse	3	Y							
CSC	Logitech wired keyboard + mouse	3	Y							
CSC	Lenovo wired USB keyboard + mouse	4	Y							
CSC	Dell wired keyboard	1	Y							
CSC	Phillips computer monitor	4	Y							
CSC	Lenovo computer monitor	11	Y							
CSC	BenQ Senseye 3 computer monitor	2	Y							
CSC	HP computer screen	5	Y							
CSC	Dell computer monitor	3	Y							
CSC	Thinkcentre computer screen	2	Y							
CSC	b-tech av mounts/screens	2	Y							
CSC	HL 5440D laser printer	1	Y							
CSC	Cisco IP 7945 cable phone	7	Y							
CSC	Cisco IP phone 7906 series	1	Y							
CSC	Cisco IP phone 7941	9	Y							
CSC	Cisco IP phone 7942	6	Y							
CSC	GAI-Tronics wall-mounted cable phone	1	Y							
CSC	Concept Pro cctv screen	2	Y							
CSC	BenQ TV	1	Y							
CSC	Toshiba TV	1	Y							
CSC	Samsung TV	2	Y		Samsung	2018		pat test yearly		
CSC	Nec TV	1	Y							
CSC	LG TV	3	Y		LG	2018		pat test yearly		
CSC	Asus TV	1	Y							
CSC	Milantoast electric contact grill	1	Y							
CSC	Buffalo countertop heated food display	1	Y							
CSC	Blizzard double door drinks fridge	1	Y							
CSC	Nisbets Essentials commercial fly killer	1	Y							
CSC	Sharp 100w/R-21ATP microwave	1	Y							
CSC	Blizzard BlueLine Chill chrome fridge	1	Y							
CSC	Tefcold countertop freezer	1	Y							
CSC	Energiser battery charger	1	Y							
CSC	Motorola walkie talkie chargers	7	Y							
CSC	Concept Pro H.264 cctv network recorder	3	Y			2014		pat test yearly		
CSC	Amano cp-3000 electronic time recorder	1	Y							
CSC	Server cabinet and equipment - hardware	3	Y			2014		pat test yearly		
CSC	Adastra metal IT equipment cabinet	1	Y							
CSC	Genie 16 PET passive transceiver hub	1	Y							
CSC	Fellowes Juniper 2 A3 laminator	1	Y							
CSC	Sony High-density Linear Converter Compact Disk Player	1	Y							
CSC	Cloud Z4 MK4 venue mixer	1	Y			2017		pat test yearly		
CSC	Intak P1/200 power amplifier chassis	5	Y			2014		pat test yearly		
CSC	Streamit Lisa audio player	2	Y			2018		pat test yearly		
CSC	Lincat countertop chilled food display unit	1	Y			2016		pat test yearly		
CSC	Spinner Chrono Power spin bikes	23	Y			2016		reactive maintance		
CSC	Peavey studio sound speakers	2	Y			2017		pat test yearly		
CSC	Adastra sound speakers	5	Y			2019		pat test yearly		
CSC	EV sound speakers	2	Y							
CSC	Cloud MPA 240 integrated mixed amplifier	1	Y			2019		pat test yearly		
CSC	Pulse DMP-100 CD player	1	Y							
CSC	Freedom electric LED light sticks	1	Y							
CSC	Equinox Axis Gobo Flower light projector	1	Y							
CSC	Millbank spot lights	4	Y							
CSC	Ibiza display light	1	Y							
CSC	Denon TU-260L II stereo tuner	1	Y							
CSC	Cloud Zone Mixer	1	Y			2019		pat test yearly		
CSC	RMX 850 professional power amplifier	1	Y							
CSC	DIV DVD player	1	Y							
CSC	Andrews electric standing fan	1	Y							
CSC	Stirflow electric fans	3	Y							
CSC	Pro-Elec metal portable floor fans	2	Y							
CSC	Hitachi RB 40VA electronic blower	1	Y							
CSC	Small fridge [make unknown]	2	Y							
CSC	Plastic portable CD player [make unknown]	1	Y							
CSC	QTX portable speakers	3	Y			2017		pat test yearly		
CSC	Fellowes C-220 shredder	2	Y							
CSC	Hako Scrubmaster B45 CL	1	Y			2015		pat test yearly		
CSC	Kaivac No-Touch cleaning machine	1	Y			2019		reactive maintance		
CSC	Truvox Multiwash scrubber/dryer	1	Y			2015		reactive maintance		
CSC	Viper walk behind floor scrubber	1	Y			2022		reactive maintance		
CSC	Cleanfix floor cleaner	1	Y			2015		reactive maintance		
CSC	Sprite 450 floor buffer	1	Y			2004		reactive maintance		

CSC	Rotowash carpet cleaner	1	Y			1999		reactive maintance		
CSC	Matrix steam cleaner	1	Y			2022		reactive maintance		
CSC	Invacare Birdie Compact mobile hoist	1	Y			2010		yearly service		
CSC	Sony Genezi MHC-EC69i + 2 speakers	3	Y			2014		reactive maintance		
CSC	Hako Scrubmaster B45 CL	1	Y			2014		reactive maintance		
CSC	Rompa Snoezelen projector	1	Y							
CSC	Rompa Snoezelen Bubble Tube Sensory Corner Kits	2	Y							
CSC	Nestle small deep freezer with sliding panels	1	Y							
CSC	Nestle small countertop freezer	1	Y							
CSC	Vestfrost large chest freezer	1	Y							
CSC	Gram large chest freezer	1	Y							
CSC	Lyndhurst tall freezer	3	Y		Lindhurst	2009		Reactive maintance		
CSC	Lyndhurst tall fridge	2	Y		Lindhurst	2009		Reactive maintance		
CSC	Lincat bain marie top hot cupboard	1	Y			2009		Reactive maintance		
CSC	Okpos till monitor	1	Y							
CSC	Double-door drinks fridge [make unknown]	1	Y							
CSC	Rentokil commercial electric zapper	1	Y							
CSC	Salamander grill [make unknown]	1	Y							
CSC	Commercial hot plate food display unit	1	Y			2015		Reactive maintance		
CSC	Chrome rotating heated display unit	1	Y			2008		Reactive maintance		
CSC	Parry free-standing electric fryer	2	Y			2010		Reactive maintance		
CSC	Lincat free-standing griddle	1	Y			2010		Reactive maintance		
CSC	Lincat 4-plate electric free-standing oven	1	Y			2010		Reactive maintance		
CSC	Swan portable electric induction hobs	7	Y							
CSC	Cyncat hot water dispenser	1	Y							
CSC	Burco hot water dispenser	1	Y							
CSC	Buffalc hot water dispenser	1	Y							
CSC	Coca-Cola tall drinks fridge	1	Y							
CSC	Small countertop food warmer [make unknown]	1	Y							
CSC	Technogym shoulder press	2	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym chest press	3	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym leg press	2	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym pectoral machine	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym arm curl	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym leg curl	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym arm extension	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym leg extension	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym low row	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym pull down	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym vertical traction	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym lat machine	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym power tower frame	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym total abdominal	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym lower back	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym abdominal crunch	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym Low pulley	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym Adductor	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym abductor	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym squat rack + Alex barbell weights	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Omnia Rig	1	Y			2016		Reactive maintance	Reactive maintinence	
CSC	Precor squat rack + Escape barbell weights (5-25kg)	1	Y			2016		Reactive maintance	Reactive maintinence	
CSC	Squat rack [make unknown] + Alex barbell weights	1	Y			2016		Reactive maintance	Reactive maintinence	
CSC	Technogym Adjustable weight benches	1	Y			2016		Reactive maintance	Reactive maintinence	
CSC	Technogym dual pulley cable station	2	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Technogym Cable jungle	1	Y		Technogym	2016		Reactive maintance	Reactive maintinence	
CSC	Physical company cable pulley system	1	Y			2016		Reactive maintance	Reactive maintinence	
CSC	Precor adjustable weight bench	2	Y			2016		Reactive maintance	Reactive maintinence	
CSC	Technogym preacher bench	1	Y							
CSC	Xenios USA dumbbell rack + dumbbells (1-10kg)	1	Y			2016		Reactive maintance		
CSC	Tufftech dumbbell racks + dumbbells (10-40kg)	1	Y			2016		Reactive maintance		
CSC	Technogym pull-up bar/dip frame	1	Y		Technogym	2016		Reactive maintance		
CSC	Concept2 rowing machine	3	Y			2016		7 Reactive maintance		Sep-23
CSC	Technogym treadmill	12	Y		Technogym	2016		7 Reactive maintance		Sep-23
CSC	Technogym Excite elliptical machine	4	Y		Technogym	2016		7 Reactive maintance		Sep-23
CSC	Precor stair climber machine	1	Y			2016		Reactive maintance		
CSC	Wattbike bikes	2	Y			2017		Reactive maintance		Sep-23
CSC	Technogym Vario	3	Y		Technogym	2016		Reactive maintance		Sep-23
CSC	Technogym Excite upright bikes	5	Y		Technogym	2016		Reactive maintance		Sep-23
CSC	Technogym recumbant bike	3	Y		Technogym	2016		Reactive maintance		Sep-23
CSC	Technogym hand bike	1	Y		Technogym	2016		Reactive maintance		Sep-23
CSC	Precore Spin bikes	20	Y		Precore	2016		Reactive maintance		
CSC	Ferno Aquaboard	2	Y	+ PXB board		2019		Reactive maintance		
CSC	Plastic roll-up pool cover	2	Y	Main pool no cover just bar - Teaching pool cover on bar but not in use as not in good condition		1995		none		
CSC	Tall life guard chair	1	Y			1995		Reactive maintance		
CSC	Small life guard chair	1	Y			1995		Reactive maintance		
CSC	Foam topedo bouy	2	Y							
CSC	Rescue ropes	2	Y							
CSC	Pool safety sticks	3	Y							
CSC	Pool throw bags	2	Y							
CSC	Pool lane dividers	5	Y							
CSC	Metal pool scoop	1	Y							
CSC	Assorted foam pool floats	2 cages full	Y							
CSC	Swimming flippers	10 bags full	Y							
CSC	Foam float boards	3 cages full	Y							
CSC	Foam pool noodles	30	Y							
CSC	Mini water polo nets	5	Y							
CSC	Foam arm bands	1 bag full	Y							
CSC	Rubber inflatable pool balls	1 bag full	Y							
CSC	Metal dollies	6	Y							
CSC	Pump truck	1	Y			2000		yearly		
CSC	wheelbarrow	1	Y							
CSC	Heavy-duty diving blocks	6	Y			2009		reactive maintance		
CSC	Sports hall division net	1	Y			2000		reactive maintance		
CSC	Folding plastic chairs	19	Y							
CSC	Wooden gym benches	6	Y							
CSC	Large Inflatable bouncy castle	1	Y			2014		PIPA inspection yearly		
CSC	Gibbons portable electronic fan	1	Y							
CSC	Metal football goals	4	Y							
CSC	Metal fustal goals	4	Y			2000 + 2020		reactive maintance		
CSC	Butterfly folding tennis table	1	Y							
CSC	Small round trampoline	1	Y							
CSC	Gymnova balance beams	3	Y		Gymnova	2010		Allied Sports yearly		
CSC	Gymnastics red uneven bars	2	Y		Gymnova	2010		Allied Sports yearly		

CSC	Large gymnastic trampoline	2	Y			2000		Gymaid yearly		
CSC	Gymnastics trampettes	22	Y			2010		Allied Sports yearly		
CSC	Large inflatable air track	1	Y			2010		PIPA inspection yearly		
CSC	Small inflatable air track	1	Y							
CSC	Parallel bars	1	Y			2010		Allied Sports yearly		
CSC	Vault horse	1	Y			2010		Allied Sports yearly		
CSC	Basketball drop down nets	2	Y			1999		Yearly		
CSC	Netball posts	4	Y							
CSC	Badminton nets	10	Y							
CSC	Sports hall division net	1	Y	(one in Lower sports hall)		2014		Reactive maintance		
CSC	Assorted gymnastics/sporst equipment	1 roll-container full								
			Y			1990		Reactive maintance		
CSC	Medicine balls	4	Y							
CSC	Slam Balls	5	Y							
CSC	Ball Stands	4	Y							
CSC	Stabiility Balls	4	Y							
CSC	Kettle bells	62	Y							
CSC	Hampton dumbbell rack +weights (1kg-6kg)	1	Y			2000		Reactive maintance		
CSC	Escape corebag rack	1	Y							
CSC	Escape corebags (5kg-44kg)	12	Y			2017		Reactive maintance		
CSC	Bulgarian weight bags	4	Y							
CSC	Foam Plyo Box	1	Y							
CSC	Football training ladder	1	Y							
CSC	Ab roller	1	Y							
CSC	Resistance bands	4	Y							
CSC	Blitz Sport strike shield	1	Y							
CSC	Carbon Claw Recoil RX-7 punch bag	2	Y			2010		Reactive maintance		
CSC	Bosu balance trainers	3	Y							
CSC	Vipr multi-functional rubber gym rolls + 1 stand	6	Y							
CSC	Trolley of yoga mats	1	Y			2010		Reactive maintance		
CSC	Foam yoga blocks	19	Y							
CSC	Foam gym blocks	11	Y							
CSC	Sports/gym equipment	7 boxes full	Y							
CSC	Lesmills barbells	31	Y			2015		Reactive maintance		
CSC	Lesmills barbell weights	3 racks full	Y			2015		Reactive maintance		
CSC	Kettlebells	4 racks full	Y			2015		Reactive maintance		
CSC	Steel barbells	5	Y			2015		Reactive maintance		
CSC	Metal Bar Collars	8	Y			2009		Reactive maintance		
CSC	Aerobic steps	42	Y			2005		Reactive maintance		
CSC	Boxing gloves/punch mits	15	Y							
CSC	Physical foam floor mats	30	Y							
CSC	Foam floor mat stand	1	Y							
CSC	Pool foam floats	2 shelves full	Y	1 belongs to puddle ducks		2000		Reactive maintance		
CSC	Little Anne CPR dummies	2 bags full	Y			2006		Reactive maintance		
CSC	Little Anne baby CPR dummies	1 bag full	Y			2006		Reactive maintance		
CSC	Cooking equipment	10 shelves full	Y			2017		Reactive maintance		
CSC	Tanita digital weighing scales	1	Y							
CSC	Seca analogue weighing scales	1	Y							
CSC	Plastic height measurer	2	Y							
CSC	Adjustable medical bed	1	Y							
CSC	Folding wheelchairs	2	Y	1 belongs to a customer						
CSC	Adjustable mobile shower chair	1	Y							
CSC	Medical screen	1	Y							
CSC	Metal first-aid box	2	Y							
CSC	First-aid bag	2	Y							
CSC	Emergency kit bag	1	Y							
CSC	St. Johns Ambulance Eye Wash kit	1	Y							
CSC	Medtronic lifepak defibrillator	1	Y							
CSC	Ambu ResCue first responder kit	1	Y							
CSC	Floor squeegee	2	Y							
CSC	Floor cleaning brushes	5	Y							
CSC	Sit Inter-Change mop bucket	1	Y							
CSC	White metal standing clothes rails	9	Y							
CSC	Metal safe	1	Y							
CSC	APG metal cash boxes	4	Y							
CSC	Wooden top office desks	18	Y							
CSC	Metal filing cabinet	5	Y							
CSC	Metal key cabinets	2	Y							
CSC	Large metal storage cabinets	17	Y							
CSC	Medical cabinet with sliding door	1	Y							
CSC	Metal lockers	121	Y			1999		Reactive maintance		
CSC	Small round metal/wood tables	4	Y							
CSC	Swivel fabric office chairs	23	Y							
CSC	Metal/wood chairs	6	Y							
CSC	Metal/plastic chairs	9	Y							
CSC	Tall wooden tables	2	Y							
CSC	Wooden coffee tables	6	Y							
CSC	Wooden conference tables	2	Y							
CSC	Round wooden meeting tables	6	Y							
CSC	Red plastic stacking chairs	97	Y							
CSC	Folding metal/plastic chairs	498	Y			1990		Reactive maintance		
CSC	Metal/fabric stackable chairs	37	Y			1990		Reactive maintance		
CSC	Wooden chairs	90	Y							
CSC	Wooden poolside deck chairs	4	Y							
CSC	Plastic wicker stackable chairs	4	Y							
CSC	Leather sofas	9	Y							
CSC	Leather tub chairs	19	Y							
CSC	Leather bar stools	7	Y							
CSC	Folding metal table	57	Y	Plastic						
CSC	Folding wood table	1	Y							
CSC	Chrome kitchen worktop	3	Y							
CSC	Small metal draws	7	Y							
CSC	Small wooden draws	5	Y							
CSC	Commercial waste bin	13	Y	We think these are operational waste bins						
CSC	Adult changing table	1	Y							
CSC	Baby changing tables	2	Y							
CSC	Baby changing chairs	3	Y							
CSC	Wooden frame notice boards	6	Y							
CSC	Whiteboard	3	Y							
CSC	Standing white boards	2	Y							
CSC	Swimming pace clock	1	Y	Not in working order						

Additional Items over £1K									
CSC	3 G Pitch Football Goals?	18	Y	7 aside X8 9 aside X2		2000		Reactive maintance	
CSC	Containers	4	Y			1995		Reactive maintance	
CSC	rebound boards	13	Y			2010		Reactive maintance	
English Institute of Sport									
EIS	EIS004 Pole Vault Bed & Uprights	3	Y	two beds-three uprights	Cantabrian	2023		COOPS - Annual	08.11.2023
EIS	Cantabrian International High Jump Landing Area	3	Y	Look to be replaced		2015		COOPS - Annual	08.11.2023
EIS	Nilfish Floor Scrubber	1	Y	Located SYS Storeroom	Nilfisk			Rotowash	04/04/2023
EIS	Rubmaster B45CL Cleaner	1	Y	Located SYS Storeroom	Unbranded			Rotowash	04/04/2023
EIS	Viper SW900 Battery Sweeper (floor sweeper)	1	Y	Located SYS Storeroom	Nilfisk	2021		Reactive service	Reactive Service
EIS	Nilfisk Floor Sweeper SW750	1	Y	Located SYS Storeroom	Nilfisk	2019		Reactive service	Reactive Service
EIS	Karcher Ride on Floor Scrubber	1	Y	Located on Athletics Track	Karcher	2009		Reactive service	Reactive Service
EIS	Pressurewash Nilfisk Alto	1	Y	Located SYS Storeroom	Nilfisk	Unknown		Reactive service	Reactive Service
EIS	Rotowash Carpet cleaner	1	Y	Located SYS Storeroom	Rotowash	2010		Rotowash	04/04/2023
EIS	Tub vacuum	3	Y	Located SYS Storeroom	Numatic	2019		Maintained by venue	Reactive Service
EIS	Truvox Battery Backpack Vacuum	1	Y	Located SYS Storeroom	Truvox	2015		Maintained by venue	Reactive Service
EIS	Ryobi Leaf Blower	2	Y	Located SYS Storeroom	Ryobi	2019		N/A	Reactive Service
EIS	Rubbermaid Disposal Trolley	2	Y	Located SYS Storeroom	Rubbermaid	2010		Maintained by venue	N/A
EIS	Upright vacuum	2	Y						
EIS	Steam vacuum	1	Y						
EIS	Cleanfix floor cleaner	2	Y		Cleanfix				Checked weekly
EIS	Compass machine	1	Y						
EIS	Wetrock 700	1	Y						Checked weekly
EIS	Steel Diamond Chairs	140	Y						
EIS	Table Tennis tables	13	Y	These are the ones in Multipurpose, Others in venue belong to Para Table Tennis	Butterfly, Joola	2008		COOPS - Annual	08.11.2023
EIS	Folding chairs	200	Y	Grey Fold in SYS Store	Unbranded	2008		Replaced when broken	N/A
EIS	Seminar Chairs	200	Y	Recently bought for Seminar Rooms	Unbranded	2021		Replaced when broken	N/A
EIS	Cash Store safe	1	Y						
EIS	Athletics Hall Scoreboard	1	Y	Broken, unclear as to what the problem is	Unbranded (finish lynx?)	2003		Unkown	Checked Annually
EIS	Netball Hall Court 1 & 3 Scoreboards	2	Y	Fixed systems	Stramatel	2021		Maintained by venue	2023
EIS	Netball Court 2 Scoreboards	2	Y	Fixed systems	Daktroniks	2003		Maintained by venue	2023
EIS	Basketball Hall Scoreboard	1	Y	Fixed systems	Stramatel	2019		Sportserve	2023
EIS	Basketball Hall Video Wall	1	Y	Fixed systems	Unbranded	2019		Sportserve	2023
EIS	Basketball Shot Clocks (Netball & Basketball)	1	Y		Stramatel	2019		Sportserve	2023
EIS	Basketball Hall Shot Clocks	4	Y	2 of which are currently disconnected	Stramatel	2019		Sportserve	2023
EIS	Netball Court 1 & 3 Shot clocks	4	Y	Recently replaced by sportserve	Stramatel	2018		Sportserve	2023
EIS	Netball Court 2 Shot Clocks	2	Y	Radio antennas can fail from time to time	Daktroniks	2003		Maintained by venue	2023
EIS	Bench	17	y		Newits	2003		Maintained by venue	N/A
EIS	Queenaxe Rig	1	y		Queenaxe	N/A		Reactive	N/A
EIS	Chest Press	2	y		Technogym			Technogym	Reactive service
EIS	Shoulder Press	2	y		Technogym			Technogym	Reactive service
EIS	Cable Jungle	2	y		Technogym			Technogym	Reactive service
EIS	Abductor/Adductor	1+1	Y		Technogym			Technogym	Reactive service
EIS	Lat Pulldown	2	Y		Technogym			Technogym	Reactive service
EIS	Leg Curl	1	Y		Technogym			Technogym	Reactive service
EIS	Leg Extension	1	Y		Technogym			Technogym	Reactive service
EIS	Seated Row	1	Y		Technogym			Technogym	Reactive service
EIS	Leg Press	2	Y		Technogym			Technogym	Reactive service
EIS	Hand Bike (ergometer)	1	Y		Technogym			Technogym	iced - 09/11/2023 (serviced annually)
EIS	Recumbent Bike	3	Y		Technogym			Technogym	iced - 09/11/2023 (serviced annually)
EIS	Upright Bikes	3	Y		Technogym			Technogym	iced - 09/11/2023 (serviced annually)
EIS	X Trainer	3	Y		Technogym			Technogym	iced - 09/11/2023 (serviced annually)
EIS	Treadmills	10	Y		Technogym			Technogym	iced - 09/11/2023 (serviced annually)
EIS	Rowers	3	Y		Technogym			Technogym	iced - 07/12/2023 (serviced annually)
EIS	Polanik starting blocks	31	Y		Polanik	2010		Maintained by venue	Checked Monthly
EIS	Cantabrian starting blocks	9	Y		Cantabrian				
EIS	Springboards	2	Y					COOPS - Annual	08.11.2023
EIS	Polanik starting block chains	25	Y		Polanik				
EIS	Wattbike	2	Y		Technogym			Technogym	iced - 24/11/2023 (serviced annually)
EIS	Smiths	2	Y		Technogym			Technogym	Reactive service
EIS	Weight Racks	2	Y		Technogym			Technogym	Reactive service
EIS	Preacher	1	Y		Technogym			Technogym	Reactive service
EIS	Dumbbells	90	Y						Reactive service
EIS	Kettlebells	42	Y		Unbranded			Replaced when broken	Reactive service
EIS	Judo mats	800	Y	Frequently used throughout the year, are replaced as necessary	Shogun	2005		Replaced when broken	Checked Annually
EIS	Dual Cables/Pulley	2	Y						Reactive service
EIS	Exercise ball	2	Y						
EIS	Tyres	2	Y						
EIS	Battle ropes	1	Y						
EIS	Plyo Boxes	4	Y						
EIS	TRX	3	Y						
EIS	Steps	42	Y	Split between gym and Multipurpose hall	Reebok			Replaced when broken	Reactive service
EIS	Pectoral machine	1	Y		Technogym			Technogym	Reactive service
EIS	Incline Press	1	Y		Technogym			Technogym	Reactive service
EIS	Assisted Pull Up	1	Y		Technogym			Technogym	Reactive service
EIS	Pectoral Excerise machine	1	Y	Pectoral Machine	Technogym			Technogym	Reactive service
EIS	Low Row	1	Y		Technogym			Technogym	Reactive service
EIS	Vario Excite	1	Y	X trainer in Cardio Level 1	Technogym			Technogym	iced - 09/11/2023 (serviced annually)
EIS	Weighted Barbells	15	Y					Replaced when broken	Reactive service
EIS	Slam Balls	3	Y						
EIS	Medicine Balls	3	Y						
EIS	Viprs	7	Y						
EIS	Crossover	2	Y						
EIS	Resistance bands	7	Y						
EIS	Skiping rope	1	Y						
EIS	Power bags	4	Y						
EIS	Bulgarian Bag	2	Y						
EIS	Wall Balls	5	Y						
EIS	Barbells (Racks)	4	Y						
EIS	Trap Bar	1	Y						
EIS	Bag	1	Y						
EIS	Total Abdominal	1	Y		Technogym			Technogym	Reactive service
EIS	Foam Roller	3	Y						
EIS	Mats	21	Y					COOPS - Annual	08.11.2023
EIS	Reebok Balance Board	2	Y						
EIS	Barbells (Studio)	16	Y					Replaced when broken	Reactive service
EIS	Spin Bikes	20	Y/N	If these are the precor SBK 869 Spinbike and spinner power these are on lease until March 2024, some of them have been moved to Hillsborough	Technogym			Precore	TBD
EIS	Gym TV's	3	Y						
EIS	First Aid Box	2	Y						
EIS	Storage Cabinet	29	Y		Unbranded	2003-present		Replaced when broken	N/A
EIS	Desks	30	Y	Replaced as necessary	Unbranded	2003-present		Replaced when broken	N/A
EIS	Desk Chairs	5	Y						

EIS	Tables	22	Y			2003-present		Replaced when broken	N/A
EIS	Sofas	9	Y		Unbranded	2010		Unknown	N/A
EIS	High cafe chairs	12	Y						
EIS	Low cafe tables	2	Y						
EIS	Dining table	1	Y						
EIS	High cafe tables	3	Y						
EIS	Chairs	90	Y	We think these might be the green café chairs	Unbranded	2003		Replaced when broken	
EIS	High chair (baby)	1	Y						
EIS	LG 32" Flatron TV	1	Y						
EIS	Wicker chairs (external)	8	Y					COOPS - 6 Monthly	12.12.2023
EIS	Metal tables (external)	2	Y						
EIS	LINCAT hot plate (cafe)	1	Y		Lincat			COOPS - Annual	21.09.2023
EIS	Blizzard drinks fridge	1	Y					COOPS - 6 Monthly	26.09.2023
EIS	Lyndhurst fridge	1	Y					COOPS - 6 Monthly	26.09.2023
EIS	Cygnnet hot water urn	1	Y						
EIS	Lincat hot plate	2	Y		Lincat			COOPS - Annual	21.09.2023
EIS	Caravel fridge	1	Y					COOPS - 6 Monthly	26.09.2023
EIS	Jackstack	1	Y						
EIS	LG 42" LED TV	1	Y						
EIS	Swan hot water urn	6	Y						
EIS	Medical bed	1	Y			2010		Replaced when broken	Checked Annually
EIS	Invocare birdie compact lift	1	Y					COOPS - 6 Monthly	12.12.2023
EIS	Samsung 55" TV	1	N		Samsung				
EIS	Fridges	6	Y					COOPS - 6 Monthly	26.09.2023
EIS	Catering trolley	5	Y						
EIS	Recycling / general waste bins	18	Y			2015		Replaced when broken	Checked Daily
EIS	Hobart dishwasher	1	Y		Hobart			COOPS - Annual	21.09.2023
EIS	Gas cooker PR700	1	Y					COOPS - Annual	21.09.2023
EIS	Sharp microwave oven	1	Y		Sharp			COOPS - Annual	21.09.2023
EIS	Zanussi combi oven	1	Y		Zanussi			COOPS - Annual	21.09.2023
EIS	Zanussi electric grill / salamander multi grill	1	Y		Zanussi			COOPS - Annual	21.09.2023
EIS	SLG 480 Grill	1	Y					COOPS - Annual	21.09.2023
EIS	Hobart waste disposal	1	Y		Hobart				
EIS	Williams walk-in fridge	1	Y	Fixed systems	Williams			COOPS - 6 Monthly	26.09.2023
EIS	Williams walk-in freezer	1	Y	Fixed systems	Williams			COOPS - 6 Monthly	26.09.2023
EIS	Zanussi gas fryer	1	Y		Zanussi			COOPS - Annual	21.09.2023
EIS	Instanta water boiler	1	Y						
EIS	Zanussi electric fryer	1	Y		Zanussi			COOPS - Annual	21.09.2023
EIS	Zanussi single door fridge	1	Y		Zanussi			COOPS - 6 Monthly	26.09.2023
EIS	Zanussi electric griddle	1	Y		Zanussi			COOPS - Annual	21.09.2023
EIS	Small electric grill / salamander	1	Y					COOPS - Annual	21.09.2023
EIS	Bain Marie	1	Y			2008		COOPS - Annual	21.09.2023
EIS	Chiller unit	1	Y			2008		COOPS - 6 Monthly	26.09.2023
EIS	Counter top display chiller unit	1	Y					COOPS - 6 Monthly	26.09.2023
EIS	Dualit 6 hole electric toaster	1	Y					COOPS - Annual	21.09.2023
EIS	Bar fridge	3	Y					COOPS - 6 Monthly	26.09.2023
EIS	Chest freezer	1	Y					COOPS - 6 Monthly	26.09.2023
EIS	PA/VA systems	5	Y			2015		COOPS - Quarterly	15.12.2023
EIS	Safes	2	Y						
EIS	Radios	21	Y		Motorola	2017		Replaced when broken	N/A
EIS	Large dinner plates	310	Y						
EIS	Bread plates	155	Y						
EIS	Bowls	155	Y						
EIS	Cups & saucers	120	Y						
EIS	Glassware	200	Y						
EIS	Cutlery	500	Y						
EIS	Teaspoons	50	Y						
EIS	Soup spoons	100	Y						
EIS	Desert spoons	180	Y						
EIS	Simag ice machine	1	Y		Simag	2010		COOPS - 6 Monthly	26.09.2023
EIS	Basketball nets	11	Y	Possibly Netting not nets	Sportserve			COOPS - Annual	08.11.2023
EIS	Red Scoreboards	20		Red table tennis scoreboards (Not electronic)					
EIS	Large scoreboards	8		Black Scoreboards (Not electronic)					
EIS	Scissor lift MEWP - AWP 30	2	Y	Central resource so transfer between venues				COOPS - 6 Monthly	19.01.2024
EIS	Nifty MEWP	1	Y	Central resource so transfer between venues				N/A	2023
EIS	Shot put netting	12	Y			2003		COOPS - Annual	08.11.2023
EIS	Genie MEWP	2	Y	Batteries recently replaced		2008		COOPS - 6 Monthly	19.01.2024
EIS	Pallet truck	3	Y						
EIS	Hurdles	100	Y	P&D Hurdles?	Newitts	2023		Maintained by venue	
EIS	Nets	6	?						
EIS	Benches	12	Y	Replaced when necessary		2003		Replaced when broken	Checked weekly
EIS	Shot puts	36	Y	Replaced when necessary	Cantabrian	2020		Replaced when broken	Checked Monthly
EIS	Shot trolley	1	Y						
EIS	Chalk bowl stand	2	Y						
EIS	High jump competition bars	10	Y	Replaced when broken	Cantabrian	2023		COOPS - Annual	08.11.2023
EIS	Long Jump wood for take off board	10							
EIS	Long Jump/Triple Jump Foundation	7		Installed on opening of venue	Ahletics Direct	2003		Replaced when broken	Checked weekly
EIS	Removable take off board	7		Installed on opening of venue	Athletics Direct	2003		Replaced when broken	Checked weekly
EIS	Blanking Board	7		Installed on opening of venue	Athletics Direct	2003		Replaced when broken	Checked weekly
EIS	Long jump board handles	1	Y						
EIS	Long jump board rollers	1	Y						
EIS	Long jump knives	2	Y						
EIS	Polevault competition bars	11	Y	Replaced when broken	Neuff	2023		COOPS - Annual	08.11.2023
EIS	R&W flags	5	Y						
EIS	Green flags	4	Y						
EIS	Break markers	1	Y						
EIS	Lane boxes	18	Y	In need of replacement (expensive)	Polanik	2005		Replaced when broken	N/A
EIS	Blue cones	43	Y						
EIS	Shovels	3	Y						
EIS	Brushes	2	Y						
EIS	Rakes	7	Y						
EIS	Tape measures	3	Y						
EIS	Hover pads (Solving movement vehicle)	3	Y		Solving	2004		COOPS - Annual	14.07.2023
EIS	Hover cables	4	Y					COOPS - Annual	14.07.2023
EIS	Netball posts	8	Y	Installed with venue, bases on some are in need of work	Newitts	2003		COOPS - Annual	08.11.2023
EIS	Taraflex large roles	6	Y						
EIS	Taraflex trolley	1	Y						
EIS	Bleacher barriers	35	Y	Sidebars	Unbranded	2003		COOPS - Annual	25.09.2023
EIS	Bleacher gap fillers	20	Y					COOPS - Annual	25.09.2023
EIS	Volleyball pads	6	Y					COOPS - Annual	08.11.2023
EIS	Volleyball posts / nets	6	Y	3 post broken, need replacing	Schelde	2008		COOPS - Annual	08.11.2023
EIS	Large carpets	15	Y		Undranded	2015		Replaced when broken	N/A
EIS	Mix set balls	1	Y						

EIS	Badminton posts	16	Y					COOPS - Annual	08.11.2023	
EIS	Badminton nets	15	Y					COOPS - Annual	08.11.2023	
EIS	Plungers	1	Y							
EIS	Plasma TV	1	Y							
EIS	Data projector	3	Y							
EIS	Data cables	2	Y							
EIS	Flipcharts	10	Y							
EIS	Flipchart paper	3	Y	Consumable						
EIS	Screen	2	Y	Seminar Room Screens						
EIS	Extension leads	50	Y							
EIS	Wall Winder Key	1	Y							
EIS	Black chairs	134	Y	Seminars (duplicate?)	Unbranded	2022		Replaced when broken	N/A	
EIS	Chair trolley	2	Y							
EIS	Cable covers	4	Y							
EIS	Running boards	2	Y							
EIS	Football nets	2	Y					COOPS - Annual	08.11.2023	
EIS	Metal cage	1	Y							
EIS	Basketball bags	2	Y							
EIS	Pole Vault Bed Competition	1		Breakdown of line 2	Cantabrian	2023		Athletics Direct/Venue	Checked Daily	
EIS	Pole Vault Bed Training	1		Breakdown of line 2	Cantabrian	2022		Athletics Direct/Venue	Checked Daily	
EIS	Pole Vault Uprights Competition	1		Breakdown of line 2	Dima	2019		Athletics Direct/Venue	Checked Daily	
EIS	Pole Vault Uprights Training	1		Breakdown of line 2	Dima	2015		Athletics Direct/Venue	Checked Daily	
EIS	High Jump Bed Competition	1			Cantabrian	2015		Athletics Direct/Venue	Checked Daily	
EIS	High Jump Bed Training	1			Athletics Direct	2014		Athletics Direct/Venue	Checked Daily	
EIS	High Jump Uprights (Polanik Competition)	6			Polanik	2003		Athletics Direct/Venue	Checked Daily	
EIS	High Jump Uprights (Athletics Direct Training)	6						Athletics Direct/Venue		
EIS	High Hurdles Competition	80		Maintained by venue	?	2003		Maintained by venue	Checked Monthly	
EIS	High Hurdles Training	95		Maintained by venue	?	2003		Maintained by venue	Checked Daily	
EIS	Starting Blocks Competition	12			Polanik	2015		Maintained by venue	Checked Monthly	
EIS	Starting Blocks Training	20			Polanik	2010		Maintained by venue	Checked Daily	
EIS	Folding Tables (Events)	50			Go-Pak	2003-present		Replaced when broken	Checked Monthly	
EIS	Portable Shot Put Cage & Netting	1			Unbranded	2005		Maintained by venue	Checked Annually	
EIS	Indoor Shot Matting	115			Unbranded	2005		COOPS - Annual	08.11.2023	
EIS	Basketball Backboards BB Hall	2			Sportserve	2019		Sportserve	Checked Daily	
EIS	Basketball Boards (short court)	4			Sportserve	2019		Sportserve	Checked Daily	
EIS	Basketball Backboards NB Hall	6			Sportserve	2015		Sportserve	Checked Daily	
Heeley Leisure Centre										
Heeley	Chairs	22	Y	New orange chairs			2023	Reactive maintance		
Heeley	Foldable Chairs	1	Y							
Heeley	Stand Seating	8	Y				2023	Reactive maintance		
Heeley	Tables	8	Y				2023	Reactive maintance		
Heeley	Bins	18	Y							
Heeley	T.V's	4	Y							
Heeley	Water Fountain	2	Y							
Heeley	Fire Extinguishers	22	Y							
Heeley	AED (Defibrilator)	1	Y							
Heeley	Monitors	6	Y							
Heeley	Desk Chairs	5	Y							
Heeley	Safe	2	Y							
Heeley	Cabinets	10	Y							
Heeley	Desks	7	Y							
Heeley	Whiteboard	3	Y							
Heeley	Key Cabinet	2	Y							
Heeley	Notice Board	5	Y							
Heeley	Height Measurer	1	Y							
Heeley	Techno Gym Excite	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Adductor Machine	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Abductor Machine	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Vertical Traction	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Leg Press	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Leg Extension	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Leg Curl	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Low Row	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Chest Press	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Shoulder Press	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Total Abdominal	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Lower Back	1	Y				2022	Reactive maintance		
Heeley	Techno Gym Bike	2	Y				2022	Reactive maintance		
Heeley	Techno Gym Exite Bike	2	Y				2022	Reactive maintance		
Heeley	Precor Bike	1	Y				2022	Reactive maintance		
Heeley	Precor Cross Trainer	3	Y				2022	Reactive maintance		
Heeley	Precor Treadmill	3	Y				2022	Reactive maintance		
Heeley	Precor Cable Machine	1	Y				2022	Reactive maintance		
Heeley	Concept 2 Rower	2	Y				2022	Reactive maintance		
Heeley	Weight Bench	3	Y				2017	Reactive maintance		
Heeley	Smith Machine	1	Y				2018	Reactive maintance		
Heeley	Barbell Rack (5 Barbells)	1	Y				2015	Reactive maintance		
Heeley	Dumbbell Rack (12 Sets)	1	Y				2015	Reactive maintance		
Heeley	Small Dumbbell Rack (10 sets)	1	Y				2015	Reactive maintance		
Heeley	Med Ball Rack (5 Balls)	1	Y				2015	Reactive maintance		
Heeley	Kettlebells	25	Y				2017	Reactive maintance		
Heeley	Exercise Balls	4	Y							
Heeley	Yoga Mats	6	Y							
Heeley	Mirrors	13	Y							
Heeley	Gym Lockers	36	Y							
Heeley	Pool Nets	2	Y							
Heeley	Pool Extraction Board	1	Y							
Heeley	Lane Ropes	5	Y							
Heeley	Big Pool Net	1	Y							
Heeley	Lifeguard Chair	2	Y							
Heeley	Reaching Pole	1	Y							
Heeley	Cleaning Equipment (Mop/ Bucket)	5	Y							
Heeley	Kitchen Fridge	1	Y							
Heeley	Microwave	1	Y							
Heeley	CCTV / Monitor	1	Y							
Hillsborough Leisure Centre										
HLC	Kaivac 1750	2	Y	Only have 1 but obselete piece of kit			May-17	Reactive Maintinence		
HLC	HLC- SBK 869 Spinner Chrono Power w/console - Spin bikes	26	Y		Precor		May-18	Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	HLC - Queenax	1	Y		Precor		Oct-18	Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Trampoline Mats	70	Y	Possible duplicitate of Line 77	Pavi Flooring	Unknown		Reactive Maintinence		
HLC	HLC Swimtag	20	Y	17 Bands and 1 base unit	Swimtag		Nov-19	Yes, monthly		

HLC	HLC Gymnastics Equipment	30	Y							
HLC	HLC PA System	3	Y							
HLC	Chest Press	3	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Shoulder Press	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Funcational Cables	3	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Abductor/Adductor	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Lat Pulldown	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Leg Curi	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Leg Extendsion	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Seated Row	2	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Leg Press	2	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Recumbent Bike	3	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Upright Bikes	6	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Skillmill	2	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	X Trainer	11	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	AMT	5	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Treadmills	16	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Rowers	5	Y	Details of Precor Agreement will be added to the data room	Concept2 PM4					
HLC	Ski Erg	2	Y	Details of Precor Agreement will be added to the data room	Origin	Sep-22				
HLC	Assault Bike	2	Y	Details of Precor Agreement will be added to the data room	Precor	08/10/2018		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Wattbike	6	N	Details of Precor Agreement will be added to the data room	Nucleus	Dec-19		No service agreement, out of warranty		
HLC	Elevate Row	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Benches	4	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Smiths	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Half Rack	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Preacher	1	Y	Details of Precor Agreement will be added to the data room						
HLC	Dumbbells	60	Y	Details of Precor Agreement will be added to the data room	Escape			Replace when broken		
HLC	Kettlebells	19	Y	Details of Precor Agreement will be added to the data room	McSport	Oct-19		Replace when broken		
HLC	Boxmaster	1	Y	Details of Precor Agreement will be added to the data room	McSport	Oct-19				
HLC	Weight bags hit fitness (1x5 bag stand)	5	Y	Details of Precor Agreement will be added to the data room						
HLC	Medicin ball stand (2x5 ball stand)	10	Y	Details of Precor Agreement will be added to the data room						
HLC	Medicine ball	8	Y	Details of Precor Agreement will be added to the data room						
HLC	Back rollers	3	Y							
HLC	Hit fitness mat	10	Y	Details of Precor Agreement will be added to the data room						
HLC	Reebok steps	18	Y		Reebok	Unknown		Replace when broken		
HLC	Physical step platform	1	Y	Details of Precor Agreement will be added to the data room						
HLC	Plate weights	263	Y	Details of Precor Agreement will be added to the data room	Precor	Oct-19		Replace when broken		
HLC	Barbell/ weight bar	7	Y	Details of Precor Agreement will be added to the data room						
HLC	Hit fitness dumbell rack (2x20 weight rack)	40	Y	Details of Precor Agreement will be added to the data room						
HLC	Weighing scales	1	Y							
HLC	Height Measurement Device	1	Y							
HLC	Seated dip - weight machine	2	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Diverging lat pulldown - weight machine	2	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Converging shoulder press - weight machine	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Converging chest press - weight machine	2	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Diverging low row - weight machine	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Lateral raise - weight machine	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Abdominal / back extension - weight machine	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Abdominal - weight machine	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Rear delt / pec fly - weight machine	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Sled push gym mat	1	Y	Details of Precor Agreement will be added to the data room		Dec-19		Reactive Maintenance		
HLC	Sled push - weight rack	1	Y	Details of Precor Agreement will be added to the data room						
HLC	Hack squat - weight machine	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Incline press - weight machine	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Powerplate	2	N	Details of Precor Agreement will be added to the data room						
HLC	Fixed weight barbell rack (1x10 barbell rack)	10	Y	Details of Precor Agreement will be added to the data room	McSport	Oct-19		Replace when broken		
HLC	Leg curl / extension - weight machine	1	Y	Details of Precor Agreement will be added to the data room	Precor	Dec-19		Precor service agrrement until July 2025/ Reactive Maintinence		
HLC	Punch bag	1	Y							
HLC	Gym ball	3	Y							
HLC	Floats	150	Y							
HLC	Armbands	25	Y							
HLC	Tags	36	?	If this is the swimtags covered above - not sure what is						
HLC	Manikin	13	Y		Laerdal, adult, junior and bab	Various Dates		None	N/A	
HLC	Trampoline	6	Y	x4 Ultimate Trampoline @ £9720 & x2 Grandmaster Trampoline @ £7200	Gym-Aid			Gym Aid/ Annually	27th April 2023	
HLC	Dobble bar - gymnastic equipment	2	Y		Continental Sports			Allied/ Annually	8th Nov 2023	
HLC	Parralel bars - gymnastic equipment	1	Y	x3 on site	Gym Nova			Allied/ Annually	8th Nov 2023	
HLC	Beam - gymnastic equipment	1	Y		Gym Nova			Allied/ Annually	8th Nov 2023	
HLC	Box jump - gymnastic equipment	1	Y		Continental Sports			Allied/ Annually	8th Nov 2023	
HLC	Gymnastic crash mats - gymnastic equipment	70	Y		Continental Sports			Allied/ Annually	8th Nov 2023	
HLC	Spring boards - gymnastic equipment	4	Y		Continental Sports			Allied/ Annually	8th Nov 2023	
HLC	Climbing ladder - gymnastic equipment	1	Y							
HLC	Table tennis	2	Y		Cornilleau 500m outdoor			Allied/ Annually	8th Nov 2023	

HLC	Gym TV's	18	Y	Only 8 TV's in Gym (23 in venue in total)	LG 55" 4K Smart	2019	Replace when broken		
HLC	Desks	8	Y	17 in venue in total	Furniture @ work	Various	Replace when broken		
HLC	Desk Chairs	16	Y		Furniture @ work	Various	Replace when broken		
HLC	Sofas	3	Y		Furniture @ work	Various	Replace when broken		
HLC	Evacuation chair	3	Y		EVAC+ Chair MK5 Model	Jun-21	Evac+	Reactive Maintience	
HLC	Cctv cameras	10	Y		Security Design	Unknown	Reactive Maintenance		
HLC	Integrated speaker	40	Y		Elite Audio	Jan-23	Reactive Maintenance		
HLC	Baby change	8	Y		JPL	Various	Reactive Maintenance		
HLC	Fixed folding seats - gym hall	308	Y		Unknown	Apr-91	Reactive Maintenance		
HLC	Folding table	25	Y		JPL	Various	Replace when broken		
HLC	Commercial dishwasher	2	Y		Unknown		Annual Service	Sep-23	
HLC	Security safe	4	Y		Unknown		Reactive Maintenance		
HLC	Grill	2	Y						
HLC	Oven	2	Y		Unknown		Annual Service	Sep-23	
HLC	Hot plate	1	Y		Unknown		Annual Service	Sep-23	
HLC	Freezer	8	Y		Unknown		Annual Service	Nov-23	
HLC	Washing machine	1	Y						
HLC	Fridge	18	Y				Annual Service	Nov-23	
HLC	Scrubmaster b45 cl - cleaning	1	Y		Hako	Mar-20	Reactive Maintenance	N/A	
HLC	Numatic 244 nx buffer - cleaning	1	Y				Reactive Maintenance		
HLC	Brush - cleaning	15	Y						
HLC	Mop - cleaning	8	Y						
HLC	Buckets - cleaning	10	Y						
HLC	Hydromist hc250 - cleaning	1	Y						
HLC	Floor buffer - cleaning	3	Y	1 Obselete		Unknown	Reactive Maintenance		
HLC	Vacuum - cleaning	1	Y			Unknown	Reactive Maintenance		
HLC	Cleanfix s700 - pool cleaning	1	Y			Unknown	Reactive Maintenance		
HLC	Weeder weda pool vac - pool cleaning	1	Y	Old obselete machine					
HLC	Nillsf sc350 - pool cleaning	1	Y			Unknown	Reactive Maintenance		
HLC	Cleanfix sw25 - pool cleaning	1	Y			Unknown	Reactive Maintenance		
HLC	Aqua life board	2	Y	x1 PXB & x1 Aquaboard	Ferno PXB Pool Extraction Board	Sep-20	Reactive Maintenance		
HLC	Pool vac	1	Y	In process of replacing	415v Piranya radio control pool vac	Awaiting delivery	Reactive Maintenance		
	Ice Sheffield								
ICE	Desk Chairs	31	Y	Not sure all 31 belong to the Trust					
ICE	Chairs	266	Y			Various	None	None	
ICE	Safe	7	Y		Various	2002	None	None	
ICE	Monitors	18	Y	Could include some EIHA screens					
ICE	Bins	68	?						
ICE	Cabinet	44	Y	Not sure we have 44 some may be EIHA					
ICE	CCTV	1	Y		Video Con	15YO	Security Design	Apr-22	
ICE	Racking	52	Y						
ICE	Desks	3	Y	Depends where is					
ICE	Whiteboard	1	Y						
ICE	Line Dividers	2	?						
ICE	Fire Extinguishers	91	Y						
ICE	Drinks Fridge	9	Y						
ICE	Till	2	Y						
ICE	Glass Wash	1	Y		Proton x500a	2017	No	Coops /Brytone	
ICE	Food Trolley	3	Y						
ICE	Ice Machine	1	Y		Whirlpool k40	Pre 2013	No	Coops /Brytone	
ICE	Hot Hold	1	Y						
ICE	T.V	3	Y						
ICE	Music System	4	Y		Various	2015	none	none	
ICE	Floor Buffer	1	Y		FB672 Orbis Eco Dual Speed	2023	None - Go through Ace	none	
ICE	Scrubber / Dryer Machine	1	Y	This is the Nilfisk Viper			None - Go through Ace	none	
ICE	Wetrock Duomatic 800	1	Y		WETROCK DUOMATIC 800	PRE 2014	None - Go through Ace	none	
ICE	Viper (Scrubber / Dryer)	1	Y		Nilfisk Viper	2021	None - Go through Ace	none	
ICE	Kyvack (Jet Wash/ Water Hoover)	1	Y		KYVACK	2020	None - Go through Ace	none	
ICE	Washing Machine	1	Y			2021	None - Coops	None	
ICE	Pump Truck	1	Y		Big Doug	18 months	6 monthly		Oct-23
ICE	Zamboni (Ice Resurface Machine)	2	Y			Jan-22	2 Years Servicing included on both machines		30-Aug-23
ICE	Edgers	3	Y			Unknown	Serviced by Hood 30/08		30/08/2023
ICE	One Man Lift	1	Y		Genie awp30	unknown	6 monthly	14/7.23	
ICE	Watch Tower	2	Y			2010	N/A	N/A	
ICE	Lighting Control System	1	Y			Jan-22	N/A	N/A	
ICE	Rolls Of Carpet	30	Y		None	2018	None	None	
ICE	Ping Pong Table	1	Y						
ICE	Penguin Skating Aid	55	Y						
ICE	Industrial Freezer	2	Y		HBCL - coldstores	2022	None	None	
ICE	Ice Skates	1000	Y			Various	Annual Service - Lyndhurst/Coops	N/A	
ICE	Skate Grinder	1	Y			Apr-20	N/A	N/A	
ICE	Waste Bin	1	Y				Coops/Blue Line		
ICE	Speakers (Ceiling)	12	Y	Info included with Music system					
ICE	Disco Lights	112	Y	48 on pad 2, those on pad 1 obselete	Unknown	7 years pad 2 pad 1 since install	none	none	
ICE	Oven	1	Y		LINCAT	2022	Coops - Brytone	Coops - Brytone	
ICE	Oven	1	Y		RATIONAL ICOMBI PRO	2022	Coops - Brytone	Coops - Brytone	
ICE	Hob	1	Y		LINCAT	PRE 2012	Coops - Brytone	Coops - Brytone	
ICE	Fryer	1	Y		LINCAT	PRE 2012	Coops - Brytone	Coops - Brytone	
ICE	Fryer	1	Y		PARRY	PRE 2012	Coops - Brytone	Coops - Brytone	
Ice	Griddle	1	Y		LINCAT	PRE 2012	Coops - Brytone	Coops - Brytone	
ICE	Chip Warmer	1	Y		VIZU	PRE 2012	Coops - Brytone	Coops - Brytone	
Ice	Hot Cupboards	2	Y		LINCAT	PRE 2012	Coops - Brytone	Coops - Brytone	
Ice	Boards - Rebound	1500	Y		N/A	PRE 2012	None	None	
	Ponds Forge								
PFO	Omega - video display board	1	Y			2017			
PFO	Omega - platforms	13	Y						
PFO	Audience seating at PFO	2600	Y			2017	COOPS - Annual	28.09.2023	
PFO	quantum aquatics interface and timing equipment re	3	Y			2017	COOPS - 6 Monthly	04.10.2023	
PFO	PFO- Pool ropes	31	Y	21 x 25 mtr ropes, 10 x 50 mtr ropes		2017	Venue Checks		
PFO	PFO Touch pads	28	Y			2012	Venue Checks		
PFO	Piriya pool vac	1	Y			2021	COOPS - Annual	22.05.2023	
PFO	PFO Poolside Music System	1	Y			1991	Venue Checks		
PFO	PFO Swimtag	11	Y			2018			
PFO	PFO Section boards	TBC	Y						
PFO	2 x Fina Approved Kiefers + Real	46	Y	21 x 25 mtr, 12 x 50 mtr, 13 x reels		2017	Venue Checks		
PFO	Start blocks	41	Y	20 for everyday use 21 for event use.		2023	COOPS - 6 Monthly	04.10.2023	
PFO	Sofa	6	Y			2019	Venue Checks		
PFO	Led tv	27	Y			2019	Venue Checks		
PFO	Office desk	80	Y						
PFO	Projector	1	Y						
PFO	Spin room mixer	1	Y			2017	Venue Checks		

PFO	Speakers spin	3	Y					Venue Checks		
PFO	Gym speakers	20	Y			2017		Venue Checks		
PFO	Entry barriers	6	Y			2017		COOPS - 6 Monthly	19.01.2024	
PFO	Lockers	810	Y			2017		COOPS - Quarterley	04.01.2024	
PFO	Small key lockers	60	Y					COOPS - Quarterley	04.01.2024	
PFO	Chairs	169	Y	New Black event chairs purchased in November		2023		Venue Checks		
PFO	Aquaboard stretcher	2	Y			2018		Venue Checks		
PFO	Metal waterpolo goals	8	Y			2018		Venue Checks		
PFO	Disabled pool lift	1	Y			2022		COOPS - 6 Monthly	19.12.2023	
PFO	Pool hoist	1	Y			2018		COOPS - 6 Monthly	19.12.2023	
PFO	Removable pool seating benches	10	Y			1991		Venue Checks		
PFO	Pool equipment cages	5	Y			2017		Venue Checks		
PFO	Piraya pool bottom cleaner	1	Y			2022		COOPS - Annual	22.05.2023	
PFO	Trampoline	2	N			2014		COOPS - Annual	27.04.2023	
PFO	Practice springboard	2	Y			2018		COOPS - 6 Monthly	Due 23.01.2024	
PFO	Diving practice wall padding mats	24	Y					Venue Checks		
PFO	Diving practice hoists	2	Y			2012		COOPS - 6 Monthly	18.12.2023	
PFO	Icecream freezer	1	Y			2016		COOPS - 6 Monthly	15.09.2023	
PFO	Pillar drill	1	Y			1991		COOPS - Annual		
PFO	Cycle lockers	5	Y			2016		Venue Checks		
PFO	Portable bars	8	Y			2012		Venue Checks		
PFO	Basketball court drapes	1	Y			2012		Venue Checks		
PFO	Football nets	8	Y			2012		COOPS - Annual	07.11.2023	
PFO	Fold out tables	40	Y			2016		Venue Checks		
PFO	Schelde basketball units	3	Y			1991		COOPS - Annual	07.11.2023	
PFO	Rubmaster B70 CL	1	Y			2016		Venue Checks		
PFO	Viper walk behind scrubber	1	Y			2021		Venue Checks		
PFO	Genie lift	1	Y			2012		COOPS - 6 Monthly	19.01.2024	
PFO	Cafe high tables	9	Y			2022		Venue Checks		
PFO	Cafe high chairs	52	Y			2022		Venue Checks		
PFO	Cafe low tables	38	Y			2022		Venue Checks		
PFO	Cafe low chairs	75	Y			2022		Venue Checks		
PFO	Cafe low seating benches	18	Y			2022		Venue Checks		
PFO	Concept 2 Rower	4	Y			2022		Technogym		
PFO	Wattbike Trainer	1	Y			2020		Technogym		
PFO	Wattbike Pro	1	Y			2020		Technogym		
PFO	Wattbike	2	Y			2020		Technogym		
PFO	Technogym Bike Excite 700	9	Y			2018		Technogym		
PFO	Technogym Recline Bike 700P Unity Class	5	Y			2018		Technogym		
PFO	Technogym Crossover 700P Unity Wave	4	Y			2018		Technogym		
PFO	Technogym Synchro 700P Unity Class Elliptical	8	Y			2018		Technogym		
PFO	Technogym Vario 700P Unity Class Vario	4	Y			2018		Technogym		
PFO	Technogym Runnow 700 CE Unity Class Treadmill	20	Y			2018		Technogym		
PFO	Technogym Top XT 700P Unity Handbike	2	Y			2018		Technogym		
PFO	Technogym Group Cycle Connect Spin Bike	24	Y			2018		Technogym		
PFO	Technogym Multipower Smith Machine	2	Y			2018		Technogym		
PFO	Technogym Chest press	1	Y			2018		Technogym		
PFO	Technogym Row	1	Y			2018		Technogym		
PFO	Technogym Leg Press	1	Y			2018		Technogym		
PFO	Technogym Bicep Curl	1	Y			2018		Technogym		
PFO	Technogym Seated Tricep Dip	1	Y			2018		Technogym		
PFO	Technogym Olympic Incline Bench	1	Y			2018		Technogym		
PFO	Technogym Olympic Decline Bench	1	Y			2018		Technogym		
PFO	Technogym Adjustable Bench	14	Y			2018		Technogym		
PFO	Technogym Scott Bench	1	Y			2018		Technogym		
PFO	Technogym Olympic Flat Bench	2	Y			2018		Technogym		
PFO	Technogym Leg Curl	2	Y			2018		Technogym		
PFO	Technogym Leg Extension	2	Y			2018		Technogym		
PFO	Technogym Chest Incline	1	Y			2018		Technogym		
PFO	Technogym Vertical Traction	1	Y			2018		Technogym		
PFO	Technogym Shoulder Press	2	Y			2018		Technogym		
PFO	Technogym Total Abdominal	4	Y			2018		Technogym		
PFO	Technogym Arm Curl	1	Y			2018		Technogym		
PFO	Technogym Arm Extension	1	Y			2018		Technogym		
PFO	Technogym Pectoral	2	Y			2018		Technogym		
PFO	Technogym Abductor Silver	2	Y			2018		Technogym		
PFO	Technogym Lat Pull Down	1	Y			2018		Technogym		
PFO	Technogym Upper Back	1	Y			2018		Technogym		
PFO	Technogym Dual Adjustable Pulley	4	Y			2018		Technogym		
PFO	Technogym Chest Press	2	Y			2018		Technogym		
PFO	Technogym Olympic Power Rack	3	Y			2018		Technogym		
PFO	Technogym Toast Rack	3	Y			2018		Technogym		
PFO	Technogym Multip Grip Dip Handles	3	Y			2018		Technogym		
PFO	Technogym Olympic Power Bars	10	Y			2018		Technogym		
PFO	Technogym Olympic Plate Sets	4	Y			2018		Technogym		
PFO	Conference chair	384	Y	184 original +Recently purchased 200 in black		2023		Venue Checks		
PFO	Piano	1	Y			1991		Venue Checks		
PFO	Lyndhurst drinks fridge	2	Y			2014		COOPS - 6 Monthly	15.09.2023	
PFO	Husky drinks fridge	4	Y			2014		COOPS - 6 Monthly	15.09.2023	
PFO	Mackie speaker system	1	Y			2010		Venue Checks		
PFO	Max party bar 2PA	1	Y							
PFO	Spring boards	2	N	Sheffield Diving				COOPS - 6 Monthly	Due 23.01.2024	
PFO	Picnic benches	2	Y							
PFO	Lincat hot plate	2	Y			2010		COOPS - Annual	27.09.2023	
PFO	Table trolley	2	Y							
PFO	QTX speaker	2	Y							
PFO	Unigive DPA1000 amplifier	1	Y			2010		Venue Checks		
PFO	Freedom audio speaker	1	Y			2010		Venue Checks		
PFO	Lesmils weight set (2lb-22lb)	6	Y			2017		Venue Checks		
PFO	Kam audio speakers	4	Y			2017		Venue Checks		
PFO	Jordan kettlebell sets	8	Y			2017		Venue Checks		
PFO	Reebok steps	48	Y			2017		Venue Checks		
PFO	Hampton dumbell sets (2-10kg)	1	Y							
PFO	Circular dining table trolleys	4	Y							
PFO	Citronic Hifi system	2	Y			2017		Venue Checks		
PFO	Foot stool	6	Y							
PFO	Wharfendale audio speakers	2	Y			2017		Venue Checks		
PFO	Canteen chairs	31	Y							
PFO	Fridgemaster fridge	1	Y			2010		COOPS - 6 Monthly	15.09.2023	
PFO	Aquaid water dispenser	1	Y	Believe are ours				COOPS - 6 Monthly	15.12.2023	
PFO	Clover water dispenser	1	Y	Believe are ours				COOPS - 6 Monthly	15.09.2023	
PFO	Gamko fridge	1	Y					COOPS - 6 Monthly	15.09.2023	
PFO	Buffalo hot water dispenser	1	Y							

PFO	Counter fridge	1	Y					COOPS - 6 Monthly	15.09.2023	
PFO	Hot cabinet	1	Y			2012		COOPS - Annual	27.09.2023	
PFO	Garland frier	1	Y			1991		COOPS - Annual	27.09.2023	
PFO	Brytone hob	2	Y			1991		COOPS - Annual	27.09.2023	
PFO	Icematic fridge	1	Y			1991		COOPS - 6 Monthly	15.09.2023	
PFO	Convotherm oven	2	Y			1991		COOPS - Annual	27.09.2023	
PFO	Lincat oven	1	Y			1991		COOPS - Annual	27.09.2023	
PFO	Sharp microwave	1	Y			1991		COOPS - Annual	27.09.2023	
PFO	Brytone deep fat frier	2	Y			1991		COOPS - Annual	27.09.2023	
PFO	Lincat grill	1	Y			1991		COOPS - Annual	27.09.2023	
PFO	Lincat heated cabinet	1	Y			1991		COOPS - Annual	27.09.2023	
PFO	Blizzard fridge	2	Y			1991		COOPS - 6 Monthly	15.09.2023	
PFO	Proton dishwasher	1	Y			2012		Venue Checks		
PFO	Whirlpool dishwasher	1	Y			2012		Venue Checks		
PFO	Cygnnet hot water dispenser	6	Y							
PFO	Conference carpeting					2019		Venue Checks		
PFO	Diving Boards					2022		COOPS - 6 Monthly	Due 23.01.2024	
PFO	Staging	35	Y			1991		COOPS - Annial	29.09.2024	
PFO	6 foot Round Conference Tables		Y			2012		Venue Checks		
PFO	5 Foot Round Conference Tables		Y			2012		Venue Checks		
PFO	Rebound Boards		Y			1991		COOPS - Annual	07.11.2023	
PFO	Portable Bars & Counters		Y			2012		Venue Checks		
PFO	Basement Items - need checking		Y			?		Venue Checks		
PFO	Sports Hall Black Draping		Y			2012		Venue Checks		
PFO	Reception Black Draping		Y			2012		Venue Checks		
PFO	Competition Pool - Dividing Drapes		Y			1991		Venue Checks		
PFO	Sports Hall karate mats	6 x 8 mtrs	Y	6 X 8m fighting areas of red & blue karate mats 50% in good condition		2010 & 2016		Venue Checks		
Springs Leisure Centre										
SPR	Lenovo computer monitor	3	Y							
SPR	Phillips computer monitor	4	Y							
SPR	Samsung TV	5	Y							
SPR	Concept Pro TV	1	Y							
SPR	LG IPS LED TV	2	Y							
SPR	Samsung CCTV screen	1	Y	Is this the full system? Located in duty managers office	Samsung	2003		Venue Checks		
SPR	CCTV screens [brand unknown]	3	Y	Is this the full system? x2 in in duty managers office / x1 final exit door	Unknown	2003		Venue Checks		
SPR	Cisco cable phone	6	Y							
SPR	Swivel fabric office chair	6	Y							
SPR	Bar stool	1	Y							
SPR	Metal/leather chairs	11	Y							
SPR	Leather armchairs	3	Y							
SPR	Small coffee tables	3	Y							
SPR	Epson Receipt Printer	1	Y							
SPR	Acco Rectel Shredder	1	Y							
SPR	Wired computer keyboards	3	Y							
SPR	Wired computer mice	3	Y							
SPR	Wooden office desks	4	Y							
SPR	Metal safe	2	Y		Burtons & Securikey	2012		N/A	N/A	
SPR	Metal cash draw	1	Y							
SPR	Office plastic waste bin	2	Y							
SPR	Commercial waste bin	5	Y							
SPR	Plastic baby change table	2	Y	one fixed / one moveable						
SPR	Wooden storage cupboard	1	Y							
SPR	Extended metal pool cleaning brush	1	Y							
SPR	Plastic pool scoop	1	Y							
SPR	Bagged lifeguard ropes	4	Y							
SPR	First-aid box	6	Y							
SPR	RLSS foam rescue buoys	2	Y							
SPR	Metal reach pole	2	Y							
SPR	Plastic pool cover	1	Y	Located Poolside	Forge leisure	2003		Venue Checks		
SPR	Small metal snap poster frame	3	Y							
SPR	Large metal snap poster frame	3	Y							
SPR	Plastic swimfit notice board	1	Y							
SPR	Wall clock	4	Y							
SPR	Swimming pace clock	1	Y							
SPR	Ferno Aquaboard pool stretcher	2	Y	one Ferno PXB board / one Ferno Aquaboard	Ferno	PXB - 2019 Aquaboard - ?		N/A	N/A	
SPR	Cleanfix electronic battery charger	1	Y							
SPR	Wetrok electronic floor cleaner	1	Y	Located in pool store	Wetrok	2019		Reactive Service	Reactive Service	
SPR	Plastic pool toys	4 boxes full	Y							
SPR	Foam pool floats/noodles	6 net bags full	Y							
SPR	Metal storage racking	2	Y							
SPR	Foam pool floats	10 shelves	Y							
SPR	Little Anne CPR manikins	3 bags full	Y							
SPR	Tall computer server	1	Y		Unknown	2003				
SPR	Cloud Z4 Four Zone Venue Mixer	1	Y		Cloud	2003				
SPR	Denon CD player	1	Y							
SPR	Citronic CSUSB-1 Combination CD/USB/SD player	1	Y							
SPR	QSC Audio RMX 2450 Professional Power Amplifier	1	Y							
SPR	Cloud CXV 225 Amplifier	1	Y							
SPR	Wifi router boxes	2	Y							
SPR	Metal/wooden dining tables	3	Y							
SPR	Small metal/wooden table	4	Y							
SPR	Folding plastic tables	4	Y							
SPR	Metal chairs	4	Y							
SPR	Fabric reception chairs	9	Y							
SPR	Wooden armchair	1	Y							
SPR	Concept2 Rowing Machines	2	Y	Located in gym	Concept	2003		Reactive Service	Reactive Service	
SPR	Precor Upright Bike	2	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor Recumbant Bike	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor Crosstrainer	4	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Wattbike Pro Spin Bike	1	Y	Located in gym	Wattbike	2018		Reactive Service	Reactive Service	
SPR	Life Fitness yogal balls	2	Y							
SPR	Physical medicine balls + verticle stand	8	Y							
SPR	Precor treadmills	4	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor FTS Glide cable machine	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Spin bikes	15	Y	Located in gym	Technogym	2014		Reactive Service	Reactive Service	
SPR	Rubber dumbbells	2 racks	Y	Located in gym	Unknown	2006		Reactive Service	Reactive Service	
SPR	Escape Fitness dumbbells [10kg-38kg]	4 racks	Y	Located in gym	Escape fitness	2006		Reactive Service	Reactive Service	
SPR	Kettlebells	2	Y							
SPR	Barbell weights + verticle racks	2 racks	Y							
SPR	Aerobic step and raisers	21	Y							
SPR	Boxing gloves/punching mitts	2 boxes full	Y							
SPR	Rolled-up foam yoga mats	1 stack	Y							
SPR	Physical hanging exercise mats	32	Y							

SPR	Denon Professional Stereo	1	Y		Denon	2003		Venue Checks		
SPR	Blue plastic stacking chairs	36	Y	Located in shutter store/dance studio	Unknown	2003		Venue Checks	N/A	
SPR	Metal hand grip strengtheners	6	Y							
SPR	Precor upright seated weight bench	1	Y							
SPR	Olympic flat weights bench	1	Y							
SPR	Jordan Barbells + racks	2 racks	Y							
SPR	Precor Rear Delt/Pec Fly machine	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor Chest Press machine	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Jordan exercise mats	2	Y							
SPR	Foam exercise roller	1	Y							
SPR	Physical ply jump box [20"x24"x30"]	1	Y							
SPR	Bosu balance ball	1	Y							
SPR	Rebok aerobic step	2	Y							
SPR	Pro-box hanging punch bag	1	Y	Located in gym	Pro-box	2020		Reactive Service	Reactive Service	
SPR	Precor Preacher Bench	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor smith machine + Hammer Strength weights [10kg-20kg]	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Interlocking rubber tile mats	136	Y	Located in gym	Unknown	2006		Venue Checks		
SPR	Precor Pulldown/Seated Row machine	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor Inner/Outer Thigh machine	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor Abdominal/Back Extension machine	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor Biceps Curl/Triceps Extension machine	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor Seated Leg Curl machine	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor Leg Extension machine	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor Leg Press/Calf Extension machine	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Precor Shoulder Press machine	1	Y	Located in gym	Precor	2006		Reactive Service	Reactive Service	
SPR	Jangro paper towel dispenser	2	Y							
SPR	Cascade water dispenser	1	Y							
SPR	Large metal frame notice boards	8	Y							
SPR	Fabric notice board	4	Y							
SPR	Wooden notice board	2	Y							
SPR	Portable weighing scales	3	Y							
SPR	Metal sack truck	1	Y							
SPR	Grit bags	10	Y	Will likely change as a consumable						
SPR	Medium white board	2	Y	One fixed on wall in meeting room / one moveable						
SPR	Portable fan heater	2	Y							
SPR	Kay-Metzeler blue crash mats	11	Y	Located in sportshall store	Unknown	2012		Allied sports	07.11.2023	
SPR	Metal storage cabinet	6	Y							
SPR	Metal storage draws	1	Y							
SPR	Wooden storage draws	1	Y							
SPR	Portable height measure	2	Y							
SPR	Hand sanitiser dispenser stand	1	Y							
SPR	Portable CO2 monitor	1	Y							
SPR	Blood pressure kit	1	Y							
SPR	Lec small fridge	2	Y	one fridge / one freezer						
SPR	Metal lockers [6 cabinets, 12 lockers]	12	Y							
SPR	Metal pots/ceramic plates/bowls	2 shelves full	Y							
SPR	Metal storage shelves	5	Y							
SPR	Slingsby pump truck	1	Y							
SPR	Metal push cart trolleys	2	Y							
SPR	Nilfisk E 145.4 Pressure Washer	1	Y							
SPR	Nuvac vacuum cleaner	1	Y							
SPR	Gymnastics trampoline end beds	4	Y	Located in sportshall store	x2 continental x2 Unknown	2009		Gymaid	27.04.2023	
SPR	Gymnastics end-bed mats	4	Y	Located in sportshall store	Unknown	2009		Allied sports	07.11.2023	
SPR	Volleyball posts	2 sets	Y							
SPR	Badminton posts/nets	4 sets	Y							
SPR	Nissen large gymnastics trampolines	2	Y	Located in sportshall store	Nissen	2009		Gymaid	27.04.2023	
SPR	Gymnastics trampette	1	Y							
SPR	Spare gymnastics trampoline legs	2	Y							
SPR	Gymnastics balance beams	2 [1 low/1 high]	Y	Located in sportshall store	Unknown	2012		Allied sports	07.11.2023	
SPR	Football metal goal posts	2	Y							
SPR	Gymnova metal parallel bars	2 [1 large/1 small]	Y	Located in sportshall store	Gymnova	2018		Allied sports	07.11.2023	
SPR	Foam landing mats	10	Y	Located in sportshall store	Unknown	2012		Allied sports	07.11.2023	
SPR	Blue foam gymastics mats	18	Y	Located in sportshall store	Unknown	2012		Allied sports	07.11.2023	
SPR	Gymnastic inflatable air track	1	Y	Located in sportshall store	Heytex	2018		Annual service - DMK leisure	28.06.2023	
SPR	Gymnova heavy-duty springboard	1	Y							
SPR	Continental heavy-duty springboard	1	Y							
SPR	T2K light-duty springboard	1	Y							
SPR	Gymnastics wooden vault	1	Y	Located in sportshall store	Unknown	2000		Allied sports	07.11.2023	
SPR	Foam gymnastics blocks	7	Y							
SPR	Gym equipment dollies	3	Y							
SPR	Gymnastics agility tables [various heights]	4	Y							
SPR	Wooden gym benches	5	Y	Located in sportshall store	Unknown	2000		Allied sports	07.11.2023	
SPR	Basketball nets - electronic	2	Y	Located in sportshall	Nissen	2000		Allied sports	07.11.2023	
SPR	Precor Stepper	1	Y	Located in gym	Precor	2018		Reactive Service	Reactive Service	
	<u>Tinsley Golf Course</u>									
TIN	Toro Reelmaster 3100D Mower	1	Y			2016		annual	Jan-24	
TIN	Toro Groundsmaster 4000D Mower	1	Y			2016		annual	Jan-24	
TIN	Ezgo utility truck	A	Y			2008		annual	Jan-24	
TIN	Toro Reelmaster 5610 Crosstrax AWD	1	Y			2016		annual	Jan-24	
TIN	Toro Greenmaster TriFlex 3400/3420	1	Y			2016		annual	Jan-24	
TIN	Toro Groundsmaster 4500D	1	Y			2017		annual	Jan-24	
TIN	Toro Workman sprayer + steel flatbed attachment	1	Y/N	If this is the TORO HDX Workman 4WD & 600L sprayer then this is on a finance lease until August 2024		2020		annual	Jan-24	
TIN	Iseki TK 546 Tractor	1	Y			2008		annual	Jan-24	
TIN	Smithco Tournament Ultra Greensroller	1	Y	turf iron		2010		annual	Jan-24	
TIN	Stihl BR600 leaf blowers	3	Y			2022		pre use checks		
TIN	Stihl strimmer	1	Y					pre use checks		
TIN	Stihl pole saw + HL 145 saw attachment	1	Y			2022		daily when used		
TIN	Stihl M5171 chainsaw	1	Y			2023		daily when used		
TIN	Stihl M5271 chainsaw	1	Y			2023		daily when used		
TIN	Stihl RE145-Plus powerwasher	1	Y							
TIN	Stihl BT 131 petrol earth auger	1	Y			2021		pre use checks		
TIN	PP150BG bench grinder	1	Y							
TIN	Jacobsen G-Plex III mower	1	Y	thatchaways attached		2000		annual	Feb-23	
TIN	Air compressor	1	Y			2021		annual		
TIN	Isek 321 Tractor + Lewis Landlugger	1	Y	compact tractor and bucket		2000		annual	Feb-23	
TIN	Lincat (Foodetc.) large drinks cooler	1	Y					PAT testing		
TIN	Blizzard drinks fridge	2	Y							
TIN	Mistral electric fan	1	Y							
TIN	Tefcold small freezer	1	Y							
TIN	DFX Series 1 drinks temperature controller	1	Y							
TIN	Thinkcentre computer screen	1	Y							
TIN	Hanns G HDMI CCTV screen	1	Y							

TIN	Concept Pro HD-IP NVR CCTV recorder	1	Y							
TIN	Concept Pro ADH CCTV recorder	1	Y							
TIN	AHT (Nesle) commercial freezer	1	Y	decommissioned				PAT testing		
TIN	Beco medium fridge	1	Y					PAT testing		
TIN	Blizzard undercounter steel fridge	2	Y					PAT testing		
TIN	Lincat silverlink griddle	1	Y							
TIN	Commercial extract fan	2	Y	decommissioned						
TIN	Garland commercial oven/stove	1	Y	decommissioned						
TIN	Lincat salamander	1	Y							
TIN	Pukka Pie large display warmer	1	Y					PAT testing		
TIN	Pukka Pie small display warmer	1	Y					PAT testing		
TIN	Burco chrome water boiler	1	Y							
TIN	Countertop bain marie	1	Y							
TIN	Parry countertop fryer	2	Y	decommissioned						
TIN	Ital double panini grill	1	Y					PAT testing		
TIN	Insect-o-cutor	1	Y							
TIN	Whirlpool AWO/D 4505 washing machine	1	Y							
TIN	Mondial Elite tall fridge	2	Y					PAT testing		
TIN	Panasonic Viera TV	2	Y							
TIN	Wooden work bench	1	Y							
TIN	Harlequin 1200l diesel tank	1	Y			2005		weekly check		
TIN	Weidemann Tiner	1	Y			2000		pre use check		

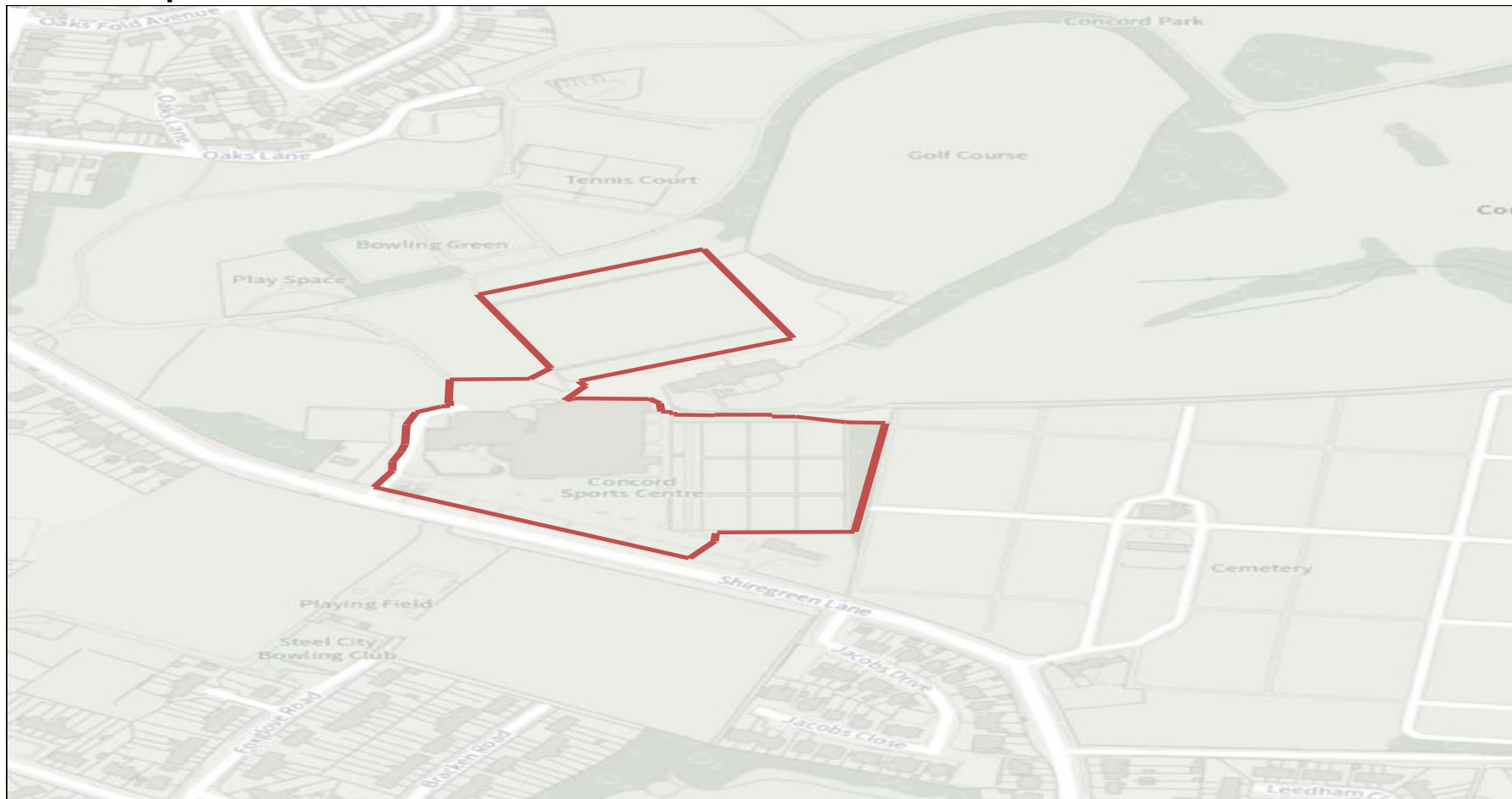
Appendix 8 – Site Plans

*Please note the plans are not in scale as viewed within this document

Birley Wood Gold Course



Concord Sports Centre

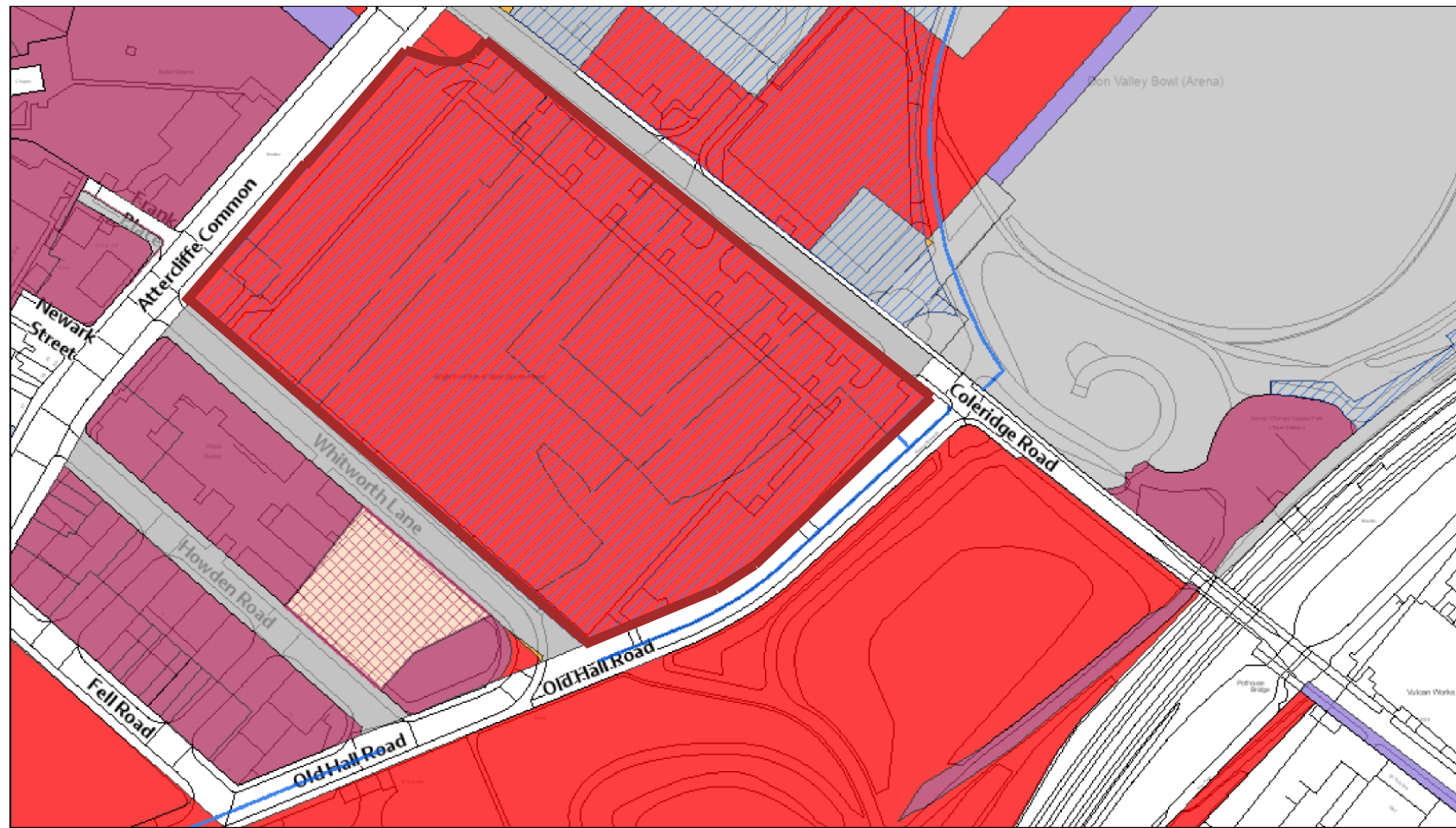


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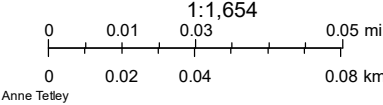
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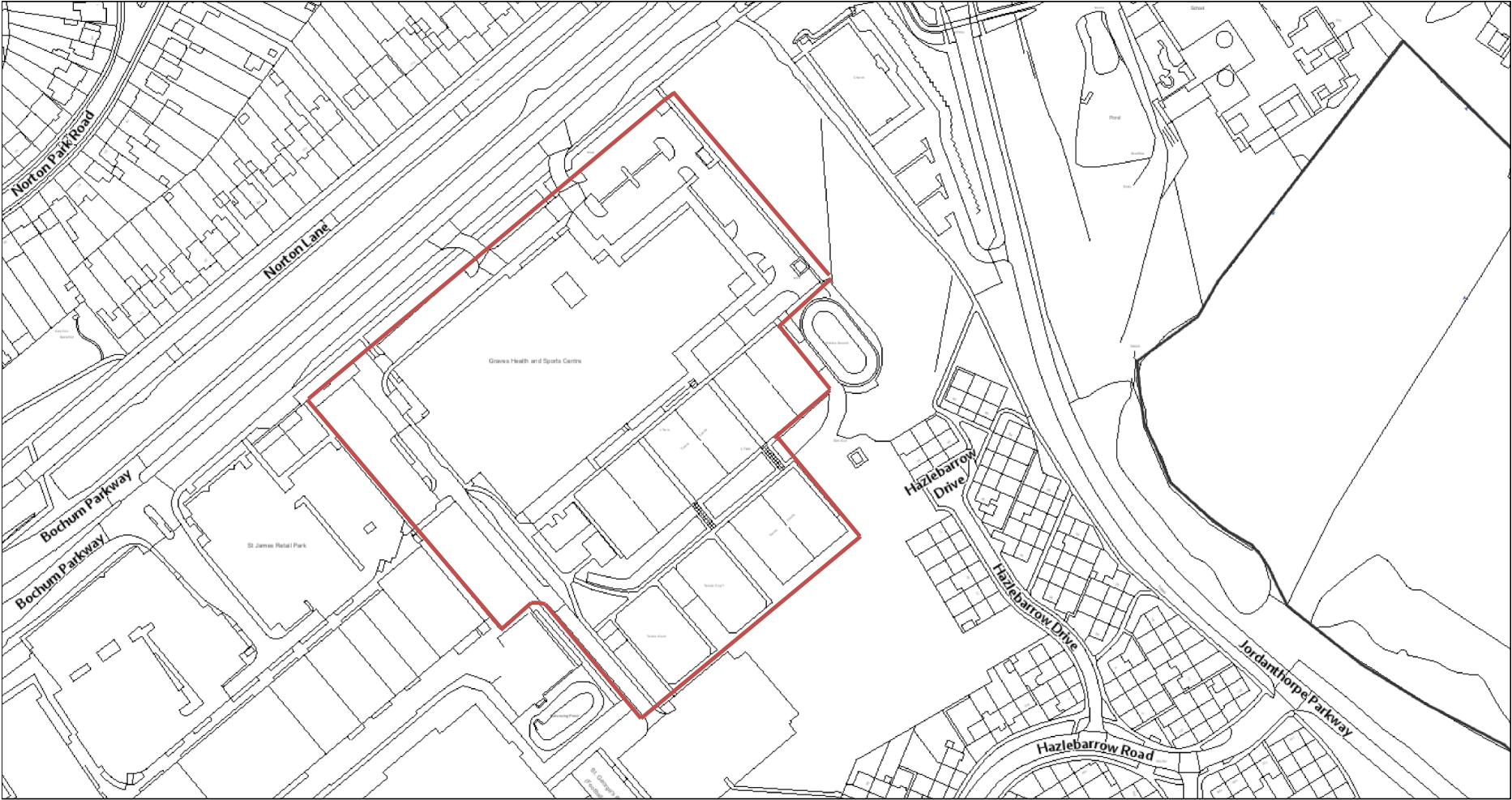
English Institute of Sport



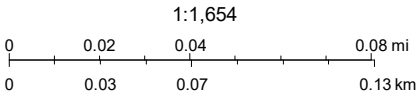
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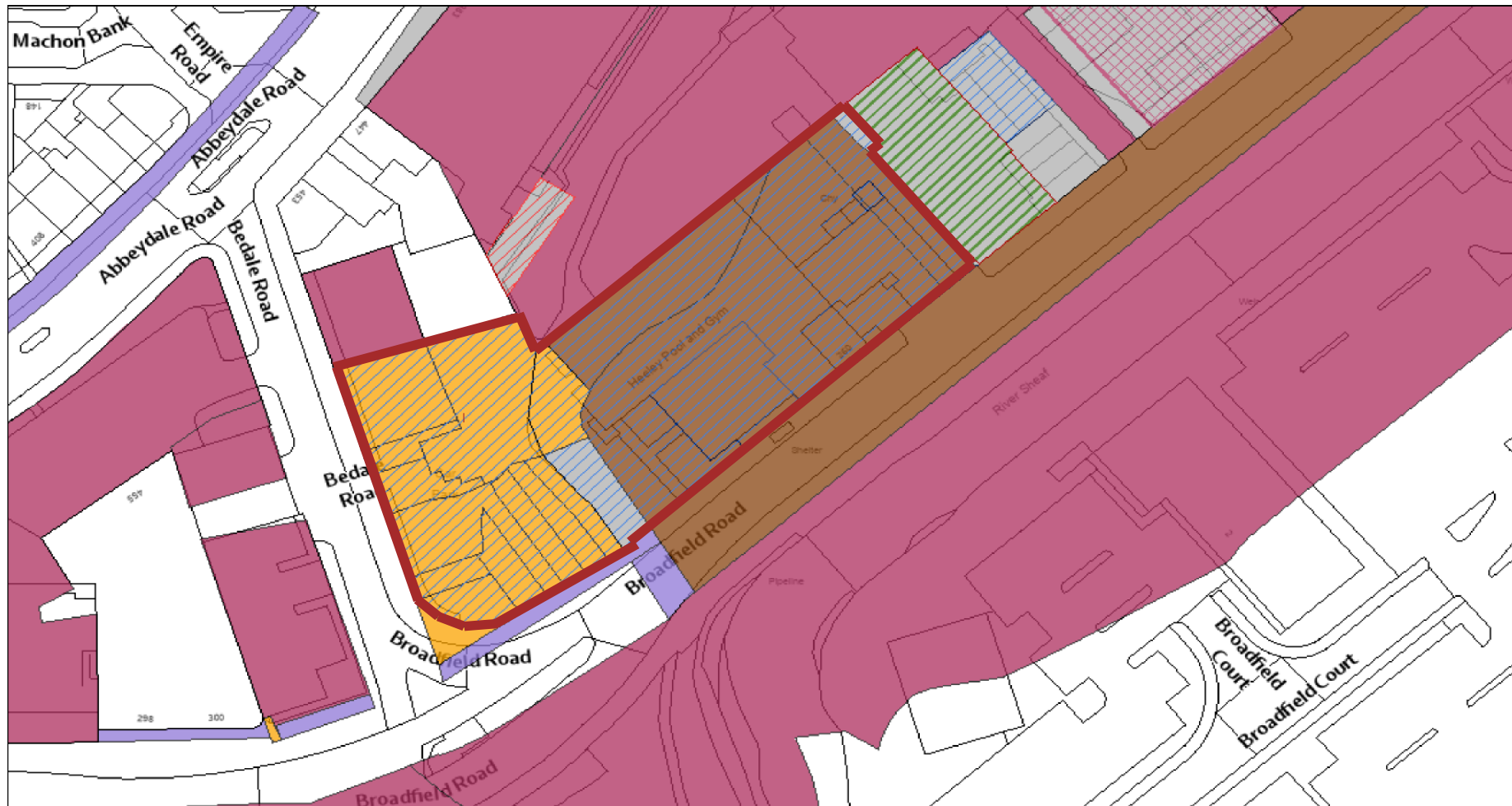
Graves Leisure Centre



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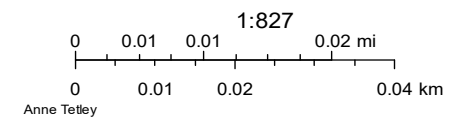


Heeley Pool and Gym

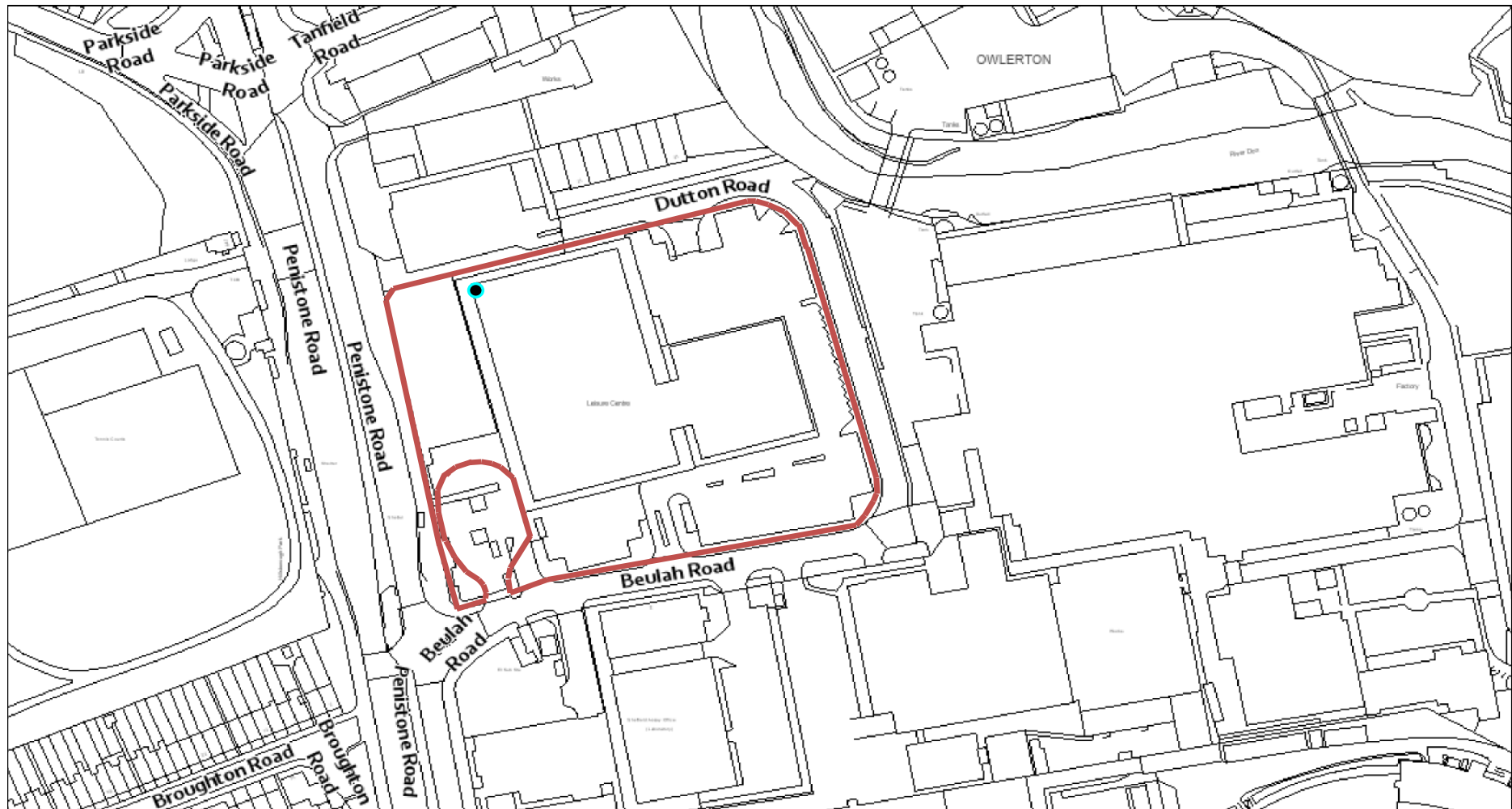


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 Sheffield City Boundary



Hillsborough Leisure Centre

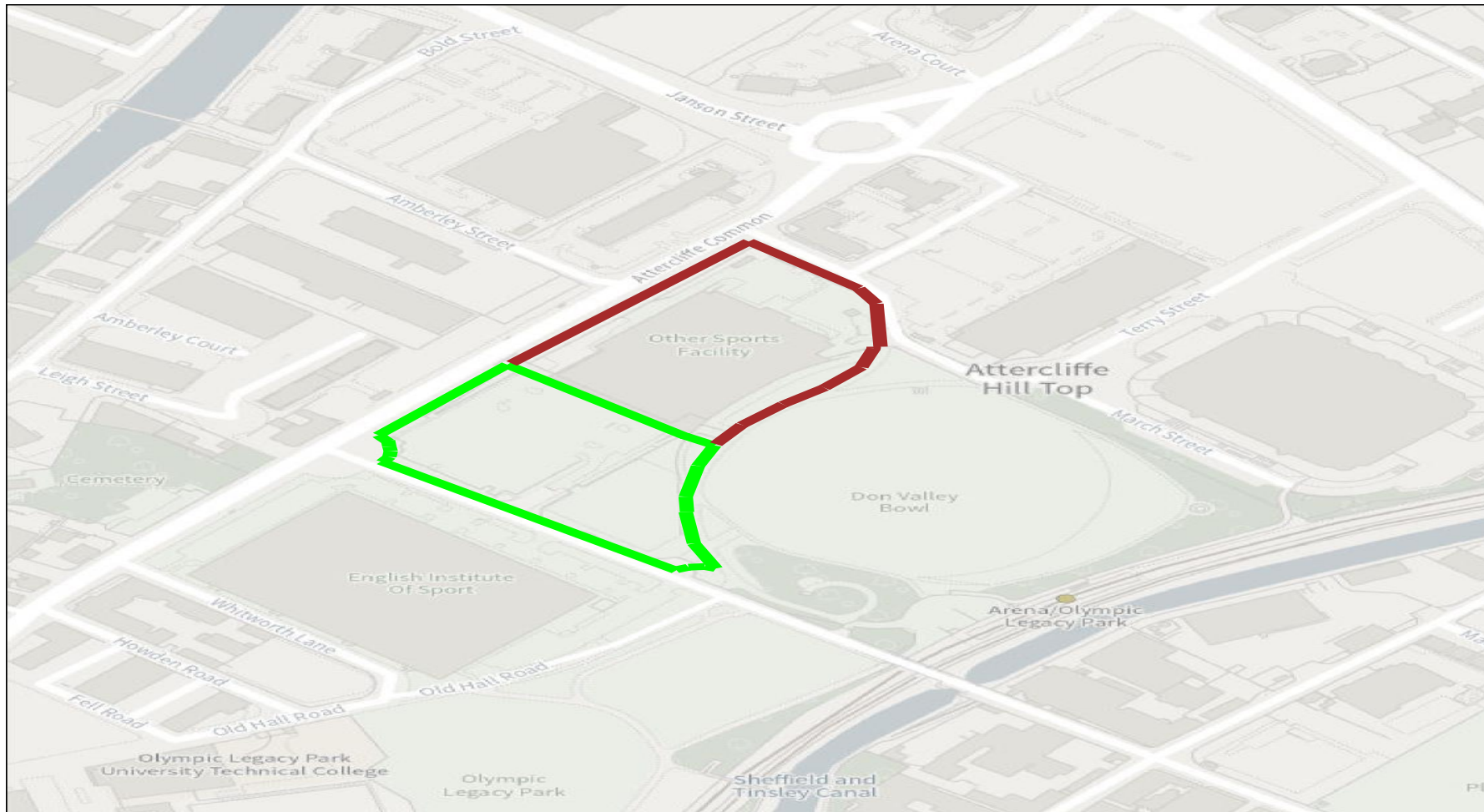


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Ice Sheffield

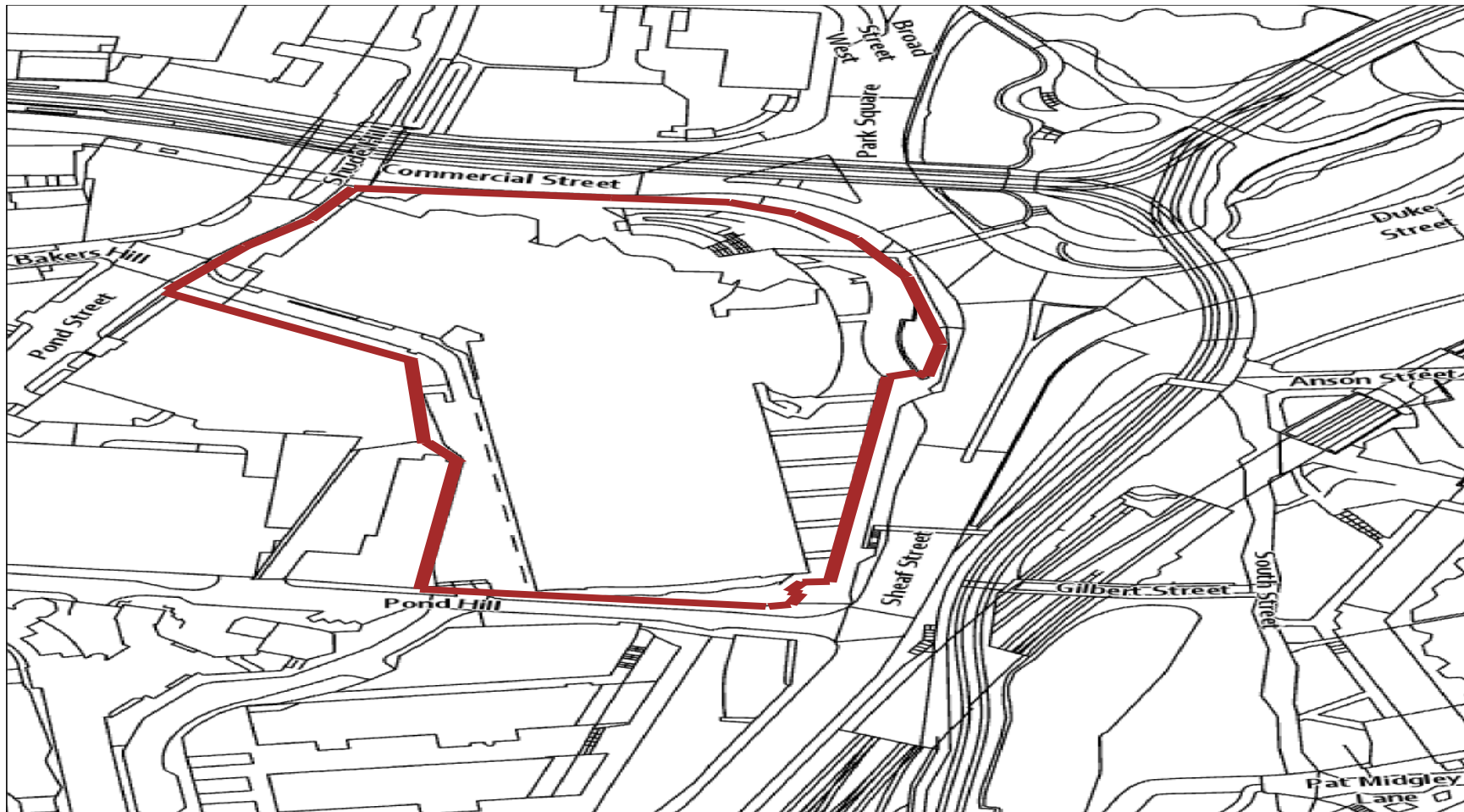


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Ponds Forge



11/3/2023, 2:33:21 PM

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Springs Leisure Centre

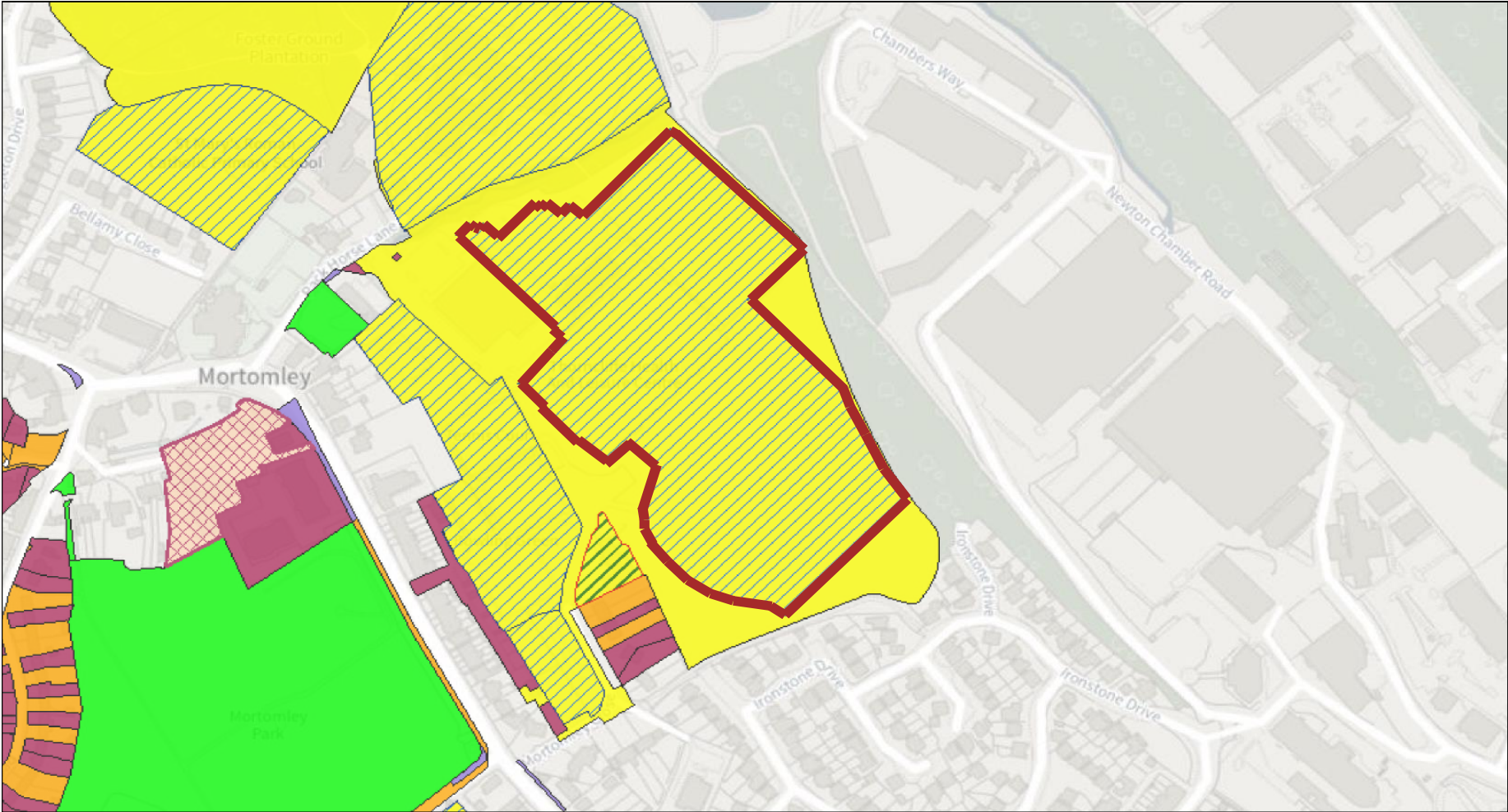


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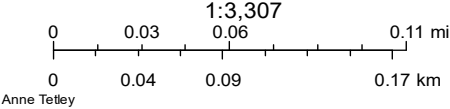
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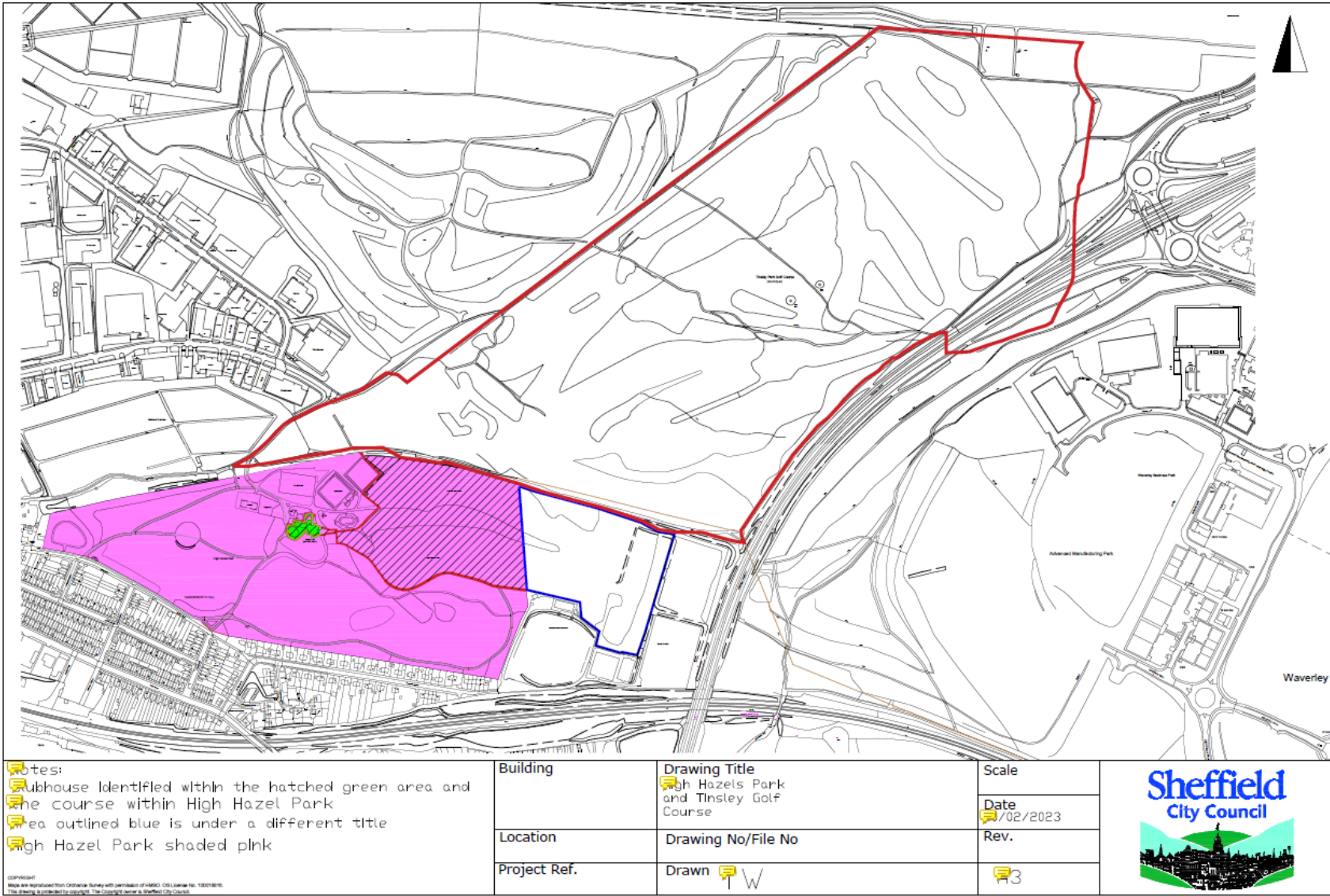
Thorncliffe Leisure Centre



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Sheffield City Boundary



Tinsley Park Golf Course



Wisewood Sports Centre

