

Attendees:	Initials:	Project Role
Aileen Carlisle Lucy Cherry James Baughan Brendan Wall Andrew Sunderland Paul Spencer Cllr Linda Smith Graham Ashby Mark Munday Julia Burson Sam Lowings Maggie James Margaret Simpson Trudy Colwell Ruth James Philippa Muir	AC LC JB BW AS PS LS GA MM JBu SL MJ MS TC RJ PM	Interim Executive Director for Communities and Customers Leisure and Performance Manager Performance and Impact Officer Leisure, Culture and Community Apprentice Energy Management Officer Energy and Carbon Manger Deputy Leader and Cabinet member for Leisure Oxford Fusion Contact Manager Fusion Business Development Manager Fusion Oxford Sports Development Manager Fusion Oxford Sports and Community Development Officer Oxfordshire Clinical Commissioning Group Older People Representative Barton Leisure Centre Users Representative Ferry Leisure Centre User Representative Hinksey heated Outdoor Pool User Representative
Apologies for absence:	Ian Brooke (Head of Community Services); Richard Kuziara & Sally Culmer (Public Health); Julie Coote (Barton Users and Leys Pools and Leisure Centre Representative); Amanda Assheton (Oxford Ice Rink User Representative); Anthony Cawley (Fusion Director of Operations); Tim Mills (Fusion - Director of Business Development). Andy Maidment (Fusion Energy and Environment Manager).	
Item no:	Item Discussion:	
1	Welcome and Introductions	
2	Review Previous Minutes 2.1 Unfortunately The Council has no current opportunity to offer alternative parking fees and charges for leisure facility users. 2.2 Oxford Brooks University is a running an aging brain programme for older people, (10 weeks of 2 hours exercise), which MS is taking part in. This may be an opportunity for Fusion to link with the University Centre to establish/ agree with them sign posting/ exit route opportunities to Oxford leisure facilities. (Action MS & GA/MM) 2.3 SL to contact MS regarding opportunities to liaise through the 50+ Network and for Fusion to support with the 2019 Older People day event. (Action SL) 2.4 Older people tend to prefer to participate in their own communities/ local facilities. Transport can also be a barrier for some. Fusion to contact Christopher Gowers to establish joint working options/ promotion of assisted transport offer. (Action GA)	

3	<p>Partner round up</p> <p>3.1 OCC update provided by LC.</p> <p>3.2 Keys risks are the competitive market and technology innovation creating alternative offers.</p> <p><u>Partner Updates:</u></p> <p>3.3 Older people:</p> <p>3.3.1 The 2019 Older People day event will be taking place at Oxford Town Hall on 1 October 2019. Fusion will be engaging with this event again.</p> <p>3.3.1 Pool temperatures at the leisure facilities are operated in line with industry guidelines and are regularly checked for consistency.</p> <p>3.3.3 Older people work groups are looking at feasibility for Oxford becoming an age friendly city- 35th city.</p> <p>3.4 <u>User Representative Updates:</u></p> <p>3.4.1 Shower provision needs improving at several facilities and Fusion will address concerns. As part of this, partnership feasibility work is being progressed to potentially implement new energy saving shower options.</p> <p>3.4.2 The Ferry Leisure Centre General Manager was congratulated for the improvements he has progressed since commencing post.</p> <p>3.5 <u>Young People:</u></p> <p>3.4.1 BW provided feedback on the recent Sport England Active Lives Children and Young People Survey</p> <p>3.6 <u>Fusion Lifestyle Update:</u></p> <p>3.6.1 Fusions annual performance 2018/19 update was communicated (including Oxford Spires Sport and Fitness).</p> <p>3.6.2 All five leisure facilities retain the UK quality award scheme for Sport and Leisure, <i>Quest</i>. Pleasingly, Barton and Leys Pools and Leisure Centres have moved from a good to very good rating.</p> <p>3.6.3 Overall participation has increased across all the sites.</p> <p>3.6.4 Fusion are continuing to review management of turnstile access at facilities.</p> <p>3.6.5 Fusion explained that each leisure facility team now has access to a local marketing suite to better enable local messaging and communications.</p> <p>3.6.6 Childcare drop in sessions have now commenced at Ferry Leisure Centre. This is a 1 year pilot project funded by Oxford City Council.</p> <p>3.6.7 Recruitment is taking place to appoint to the vacant General Manager position at Leys Pools and Leisure Centre.</p> <p>3.6.8 Fusion are attending summer events to promote the Oxford leisure offer and activities. Further work is needed to deliver targeted community outreach work (Action: JBu & SL)</p> <p>3.6.9 Barton, Ferry and leys Pools and Leisure Centres have achieved Inclusive Fitness Initiative accreditation.</p> <p>3.6.10 Fusion have appointed Lynn Britten as a Regional Business Manager for Fusions Oxford & Bedford contracts</p>
4	<p>Governance Update</p> <p>4.1 Fusion's 2019/20 Annual Service Plan is being taken to the July 2019 Council Cabinet meeting with recommendation for the plan to be endorsed.</p> <p>4.2 An independent audit took place to assess and review the design of controls and their effectiveness with regards to the Fusion Partnership Arrangement. The focus of this review was principally on evaluating deeper the customer service arrangements in place and engaging more with the customer voice and how this is listened to and acted upon both reactively and proactively. The audit usefully highlighted some areas of operation for continuous improvement.</p> <p>The strong growth in participation performance was also validated by the independent audit report and Fusion was able to;</p> <ul style="list-style-type: none"> • Provide source data which validated 100% of the information selected

	<ul style="list-style-type: none"> Discuss and provide logical reasons for the assumptions applied. Auditors therefore identified this as good practice and no findings were raised on this area. <p>4.3 The Leisure Partnership Board Terms of Reference was reviewed with only minor changes needing to be completed.</p>
5	<p>Clean & Green Oxford: Energy Management Performance</p> <p>5.1 A presentation was completed by the Council's Energy & Carbon Manager. Progress over the year has been a good and is continuously improving.</p> <p>5.2 Since contract commencement several energy efficiency projects have been completed in leisure centres using Salix revolving loan fund (e.g. LED lighting and heating upgrades).</p> <p>5.3 Over £200k has been invested in projects using the revolving loan match fund since 2011, which is estimated to have reduced carbon emissions by 364tCO₂ per year – and energy spend by £64k per year against business as usual situation.</p> <p>5.4 Headline performance 2018/19:</p> <ul style="list-style-type: none"> 3.5% decrease in electricity consumption; 1.8% decrease in gas consumption (<i>Heating degree days 11% lower in 18/19 compared to 17/18</i>); 11.0% decrease in total CO₂ emissions; 32.1% decrease in CO₂ emissions/visit (<i>30.32% increase in visitor numbers this year</i>); Overall 20% decrease in absolute carbon emissions compared to 2015/16 (five centres comparison); <p>5.5 Projects in development:</p> <ul style="list-style-type: none"> LED lighting upgrades (pool halls and gym areas); Completion of E&NR Energy surveys with Fusion to identify additional Salix funded energy saving projects; Water reduction projects (e.g. Kelda shower trial at Ferry – ca 50% water savings compared to conventional and replacing older obsolete showers); Decarbonising heat – Hinksey heated Outdoor Pool and Ferry Leisure Centre – heat pumps potential at these sites – water source heat pump possibility using lake at Hinksey
6	<p>Digital Promotion</p> <p>6.3 JB is completing real user digital filming to help promote the leisure facilities and offer. Volunteers being recruited. Contact JB if you would like to support.</p>
7	<p>Focus on next meeting</p> <p>7.1 2020/2021 Fees and Charges</p> <p>8.2 Ideas to be obtained from Meet the Manager and User Group sessions. (Action: User Representatives & GA)</p>
8	<p>AOB</p> <p>8.1 Feasibility for a steam room development at Leys Pools and Leisure Centre to be considered as part of the annual developments options review work (Action: MM/GA/Lyn Britten).</p>
<p>Next Meeting Date Monday 16 September 2019 6pm to 8pm Rose Hill Community Centre</p>	