

## **Note On Fitness Classes For Kentshill- Monkston Parish Council Agenda Item 175/23**

The Parish Council set up a fitness class provision for residents in 2022. The contract for that provision has ended and the Parish Council is considering whether and how it sets up a new service.

At the December meeting, the Council invited residents to comment on the provision of fitness classes in the future and to give their view on the future aims and objectives of the fitness classes. It is very clear that some residents value the fitness classes very highly and wish for them to continue.

Unfortunately, the Council did not receive any written comments from residents.

There are several reasons why the Council has not continued the fitness classes since the contract was terminated. To some extent the original intention and scope of classes has been met and the lack of staff has meant that the contract and provision has not been taken further.

The Council now wishes to take an opportunity to look at the impact of the fitness classes and to consider how it may want to provide the classes in the future, if at all. Rather than consider all these matters at a Council meeting, the Council would instead, look to re-constitute the Fitness Classes Working Group to look at a number of issues, and report back to the Council.

For the council to make a final decision a report including the following should be submitted to the Council for consideration and approval.

1. A review of the service previously provided to identify its strengths and weaknesses and take account of them in any new service. This should include an assessment of
  - Identify the original scope of the fitness classes and were they provided in accordance with this?
  - Attendance, including the ratio of residents and non-parish residents
  - Did the fitness classes meet the objectives of the class, eg improved fitness of attendees.
  - How were the objectives achieved and measured?
  - What data management processes were in place to ensure appropriate measures were in place?
  
2. Define scope, aims and objectives of a future service, bearing in mind budget and achievability:
  - Establish the Council's criteria for the provision of classes
  - Set measurable objectives eg. type of class (eg, cardio, strength and conditioning, yoga/Pilates)
  - Location / facility
  - Number of classes per week
  - Attendance rules
  - Booking system / data approach
  - Charges based on cost of provision, the Council's budget and provision of affordable classes.
  - Expectations – what residents will expect from the classes and from the parish council.
  
3. Identify potential market and procurement approach:
  - Invitation to Tender – who to approach
  - Review the Service Level Agreement
  - Management of the Contract, considering other parish councils approach to this type of service.

#### 4. Plan / timeline to implement

Before the Working Group considers the above matters, the Parish Council should set clear Terms of Reference.

#### **Decision Required:**

1. It is recommended that the Fitness Class Working Group be reconstituted including at least 3 councillors and up to 2 residents representatives plus the Clerk to produce a report covering the above matters.
2. That the Council sets out the Terms of Reference for the Working Group prior to the next meeting of that Group.