

# AGENDA ITEM No. 13.....

NORTH LANARKSHIRE COUNCIL

REPORT

To: EDUCATION COMMITTEE	Subject: CLUBSPORTNL SERVICE SPECIFICATION AGREEMENT 2017/2018
From: HEAD OF EDUCATION (SKILLS, LIFELONG LEARNING & YOUTH EMPLOYMENT)	
Date: 9 JANUARY 2017	Ref: LMcm/BP/EW

## 1 Introduction

- 1.1 The purpose of this report is to provide the Education Committee with the details of the proposed service specification agreement with clubsportnl and to seek approval for the associated funding.

## 2 Background

### 2.1 The Role of clubsportnl

Clubsportnl is a North Lanarkshire organisation which provides a 'one stop shop' to support the voluntary sport sector. The organisation assists its member clubs to achieve their aims and objectives through the provision of a wide range of services.

The organisation's strategic aims are to:

- provide a range of general grants to members in respect of development, competition and equipment;
- provide financial support to talented athletes to compete at international competitions via scholarships;
- provide access to reduced cost transport i.e. mini-busses and vans;
- utilise clubsportnl's website to highlight and promote members;
- provide access to a full range of equipment (free of charge to members);
- support club links with the Active Schools team and North Lanarkshire Leisure's team of Sports Development Officers;
- support member club's activities (festivals, competitions, open days, come and try etc.);
- provide marketing support and promotional materials;
- support a wide range of member club's sport specific development plans;
- provide free generic training opportunities for members such as first aid and child protection;
- communicate information on external funding and provide support to access potential funding;
- continue to organise, promote and deliver the annual clubsport half marathon;
- improve the governance of local organisations by providing support, advice, information and training, and
- raise awareness of clubsport and the community learning and development service to ensure that the wider community are both supported and recognised.

- 2.2 Historically each of the three former sports councils within North Lanarkshire received an annual grant of £4,200 and the North Lanarkshire Sports Council Executive received an annual grant of £1,400. clubsportnl replaced the Sports Councils and the Executive.

At its meeting on 22<sup>nd</sup> March 2016, the Education Committee approved the Service Agreement for clubsportnl and associated funding of £14,000 for 2016/17.

It is proposed to continue that agreement for a further year (2017/18) at the same funding level. A copy of the current clubsport Services Agreement is included in Appendix 1 of this report.

### **3 Corporate Considerations**

#### **3.1 Financial Implications**

##### **3.1.1 clubsportnl Service Specification**

Education, Skills and Youth Employment has developed a Service Specification Agreement which sets out services to be provided by clubsportnl. The services specified support both the Council's and the Community Planning Partnership's priorities in respect of the Single Outcome Agreement. The following services will be provided by clubsportnl and monitored by the Council on an annual basis:

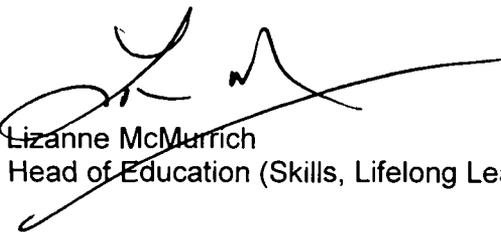
- the provision of small grants to member organisations in respect of development, competition and equipment;
- the provision of financial support to talented athletes to compete at international competition via scholarships;
- access, for members, to reduced cost transport;
- free generic training opportunities for members, and
- support for member organisations to improve their governance through the provision of information, advice and training.

- 3.2 It is proposed that the Council allocate £14,000 to clubsportnl (linked to the requirements outlined in the service specification), for 2017/18.

### **4 Recommendations**

The education committee is recommended to approve

- (i) the service specification agreement with clubsportnl; and
- (ii) funding to clubsportnl of £14,000 for the financial year 2017/2018.



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**Service Specification Agreement  
between  
North Lanarkshire Council –  
Community Learning and Development  
and  
clubsportnl**

**2017 - 2018**

First draft 28.11.16

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## 1. Introduction

The purpose of this Service Specification Agreement is to identify the strategic priorities and outcomes shared by the two partners and to set out the activities for which **clubsportnl** will be funded.

### Parties to the Service Specification Agreement

1. North Lanarkshire Council (NLC) represented by Learning & Leisure Services – Community Learning & Development (CLD).
2. **clubsportnl**.

## 2. Strategic Priorities

**clubsportnl** pulls together all the former sports councils within North Lanarkshire to provide a 'one stop shop' fit for the 21<sup>st</sup> Century to support the voluntary sector and assist them to achieve their potential whilst providing a whole range of services for members to work towards a 'fit for purpose' status.

Community Learning & Development and **clubsportnl** are both committed to promoting a vibrant and diverse voluntary sector and to supporting individual organisations to improve their governance procedures.

## 3. Areas of Activity

In support of the above priorities this Service Specification Agreement is based on the following specific action points for **clubsportnl**: -

- Provide a range of general grants to members in respect of development, competition and equipment;
- Provide financial support to talented athletes to compete at international competitions via scholarships;
- Provide access to reduced cost transport i.e. mini-busses and vans;
- Utilise **clubsportnl's** website to highlight and promote members;
- Provide access to a full range of generic equipment (free of charge for members);
- Create links with North Lanarkshire Leisure's team of Sports Development Officers and Active Schools Co-ordinators;
- Support member's activities (festivals, competitions, open days, come and try etc.);
- Provide marketing support and promotional materials;
- Support a wide range of member sport specific development plans;
- Provide free generic training opportunities for members such as first aid and child protection;
- Communicate information on external funding and provide support to access potential funding;

- Continue to organise, promote and deliver the annual **clubsportnl** half marathon;
- Improve the governance of local organisations by providing support, advice, information and training, and
- Raise the awareness of **clubsportnl** and community learning and development to ensure that the wider voluntary community are both supported and recognised.

#### 4. Key Achievements

Since its inception, North Lanarkshire Council has worked in partnership with and has supported the work of the sports councils, and continues to do so now that this support is provided through **clubsportnl**.

**clubsportnl** has

- Provided, and continues to provide, a platform for the local sporting community to share good practice;
- Worked with a range of partners to increase the physical activity level of the people of North Lanarkshire;
- Delivered, and continues to deliver, the highly successful half marathon (and associated events) which is now in its 35<sup>th</sup> year;
- Provided free training opportunities to a vast number of volunteers;
- Distributed generic and talented sports grants to a wide range of individuals and clubs thus reducing the financial burden on these groups with limited resources;
- Supported members and again reduced the financial burden by providing access to equipment and transport;
- Created partnerships with governing bodies, national and international organisations, and
- Continued to work with North Lanarkshire Council to increase physical activity and promote a message of sport, health and wellbeing.

#### 5. Inputs and Outputs

Inputs	Outputs
Provide a range of general grants to members in respect of development, competition and equipment.	Annual report to include: - - the number and types of grants provided;
Provide financial support to talented athletes to compete at international competitions via scholarships.	- details of the support provided to athletes;
Provide access to reduced cost transport i.e. mini-busses and vans.	- details of the uptake of the transport scheme;

Inputs	Outputs
Utilise <b>clubsportnl</b> 's website to highlight and promote members.	- examples of the website promotions;
Provide access to a full range of generic equipment (free of charge for members).	- details of the usage of the free equipment;
Support member's activities (festivals, competitions, open days, come and try etc.).	- the number of member's activities supported;
Provide free generic training opportunities for members such as first aid and child protection.	- the number and type of generic training provided and the numbers attending;
Communicate information on external funding and provide support to access potential funding.	- examples of groups supported and whether successful or not;
Improve the governance of local organisations by providing support, advice, information and training.	- details of groups supported to implement improvements in their group's governance, and
Raise the awareness of <b>clubsportnl</b> and community learning and development to ensure that the wider voluntary community are both supported and recognised.	- details of the number and type of cross-agency referrals designed to raise awareness and improve support.

## 6. Community Learning and Development Support

In order to support **clubsportnl** in the delivery of the above actions, Community Learning and Development will, where appropriate, recommend that local sporting organisations become members of **clubsportnl** to allow them to access advice and support in terms of good governance and access to funding.

## 7. Funding

### Funding Period

Community Learning & Development will provide funding of £14,000 for the period from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018.

### Purpose

The funding is to be used to support **clubsportnl**'s operational costs in terms of enabling the organisation to continue, develop and promote the areas of activity in this Service Specification Agreement.

### **Payment Details**

The funding will be released in a single instalment and is subject to the general conditions of funding detailed in Appendix 1.

## **8. Monitoring**

**clubsportnl** will add CL&D to the mailing list which will include the minutes of the main meeting and any information distributed to the club members.

A progress report is required at the end of the funding period which should include: -

- A brief overview of the main developments over the period;
- Details of progress against each anticipated output;
- Statistical information to illustrate the ongoing work;
- A brief financial overview of how the funding provided by NLC has been used.

### **Signatories to the Service Specification Agreement**

Signed on behalf of **clubsportnl** ...

.....  
**Martin Holmes – Chairman**

Signed on behalf of North Lanarkshire Council  
Community Learning & Development ...

.....  
**Stewart Wright – Quality Assurance and Support Manager**

### General Conditions of Funding

Funding for this Service Specification Agreement is subject to the following General Conditions of Grant that apply to all organisations funded by North Lanarkshire Council, through Learning & Leisure Services.

- The funding provided may only be used for the purpose (or purposes) described within the this service specification;
- The activities must be free from any political bias and must not involve political campaigning;
- Funding can only be used for repairs/improvements to premises if, (a) **clubsportnl** either owns or leases the property (at least five years), and (b) any work done complies with any relevant legislation;
- Funding for the activities should be acknowledged in any publicity materials;
- All purchases, equipment and/or services paid for through council funding must remain under the ownership of **clubsportnl** and be backed up with receipts. These receipts may be required to be submitted as proof of expenditure and so it must retain these for at least 2 years along with all financial records relating to the funding and its subsequent expenditure. These financial records and any equipment purchased will be made available for inspection by Council Officers if requested;
- Any equipment purchased through council funding must be (a) kept securely, (b) properly maintained and (c) not disposed of without agreement of the partnership;
- Monitoring reports and other information must be completed promptly every 6 months.
- Any council funding that remains unused should return to the Council, and
- In the event of the cessation of this service specification before its due end date, any remaining unused funding should return to the Council and any equipment or facilities purchased through council funding should not be disposed of without the agreement of the council.