

**CONSTITUTION – PART 5 – TABLE 5.07**

| <b>LEISURE AND CULTURE</b>                  |  |                      |   |
|---|--|----------------------|---|
| <b>1. <u>Leisure - General</u></b>          |  |                      |   |
| <b>Subject</b>                              | <b>Detail</b>  | <b>Delegated by:</b> | <b>Delegated to:</b>  |
|   |  |                      |   |
| Allotments – Notices to Quit, etc.          | To sign notices to quit and tenancy agreements relating to allotments  | Executive Committee. | Head of Leisure and Cultural Services / Head of Environment                 |
| Play Areas                                  | Day-to-day management of play areas  | Executive Committee  | Head of of Leisure and Cultural Services                                    |
| Arrow Valley Lake - Fishing                 | To negotiate additional fishing matches at the Arrow Valley Lake during existing off-peak and under-utilised periods.  | Executive Committee  | Head of Leisure and Cultural Services                                       |
| Forge Mill / Bordesley Abbey Visitor Centre | Day-to-day operation and normal lettings in respect of the Forge Mill Museum and Bordesley Abbey Visitor Centre.   | Executive Committee  | Head of Leisure and Cultural Services                                       |
| Circuses / Fairs / Fetes / Rallies, etc     | Applications, and negotiation of charges for, use of Leisure facilities and open spaces for circuses, fairs fetes, rallies, tournaments and display purposes, where Committee approval has been given in previous years and where any necessary planning permission, and/or relevant licence, has been obtained. | Executive Committee  | Head of Leisure and Cultural Services                                       |
| Annual Events                               | To approve the use of facilities for various annual events.  | Executive Committee  | Head of Leisure and Cultural Services, or other appropriate Head of Service |

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|---|--|---------------------|--|
| Sports Development                                      | Day-to-day operation of Sports Development, and the setting of fees and charges for their activities.  | Executive Committee | Head of Leisure and Cultural Services  |
| Play Areas – Representations                            | To determine representations (retrospective or otherwise) received which fall within the standards and policies to be applied for play areas within residential estates and that in all other cases they be referred to the Executive Committee for consideration. | Executive Committee | Head of Leisure and Cultural Services  |
| Off-Peak Charges at Sports Facilities                   | To negotiate off-peak charges for specific amenity events at Sports Centres  | Executive Committee | Head of Leisure and Cultural Services  |
| Varying Charges   | To vary charges at Leisure Facilities, in response to additional competition, to a maximum of 30% above or below the charge.   | Executive Committee | Head of Leisure and Cultural Services in consultation with the Chief Executive |
| Varying Charges II                                      | To vary fees and charges in accordance with market conditions  | Executive Committee | Head of Leisure and Cultural Services  |
| Palace Theatre / Arts Development / Negotiation of Fees | Day-to-day operation of the Palace Theatre and Arts Development function; normal lettings and negotiation with artists and organisations of performing fees where appropriate.   | Exec                | Head of Leisure and Cultural Services  |
| Bank Holiday Closures                                   | To determine dates for the closure of recreational facilities for the Christmas and New Year Holidays.   | Exec                | Head of Leisure and Cultural Services  |

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|-----------------------------------|--|----------------------|--|
| Community Meeting Rooms           | Normal lettings and day-to-day operation, in consultation with various Management Committees (where applicable), of the Community Meeting Rooms. | Executive Committee  | Head of Leisure and Cultural Services  |
| Promotions – Short-Term / One-Off | To approve and implement short-term and one-off promotions at all Sports and Leisure facilities.   | Executive Committee  | Head of Leisure and Cultural Services  |
| Roundabout Sponsorship            | To agree sponsorship fees with a maximum of 20% plus/minus variance of approved charges  | Executive Committee  | Head of Leisure and Cultural Services following consultation with the appropriate Portfolio Holder |

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| <b>2. <u>Civic Suite Hire</u></b> |  |                      |  |
|-----------------------------------|--|----------------------|--|
| <b>Subject</b>                    | <b>Detail</b>  | <b>Delegated by:</b> | <b>Delegated to:</b>   |
| Fees & Charges                    | To set charges in respect of the Civic Suite and to vary fees and charges set by the Council, in response to commercial considerations, in the light of experience of the new charges. | Executive Committee  | Director of Leisure Cultural and Community Services, in consultation with Chief Executive                            |
| Bookings                          | Subject to the agreed policies of the Council, to accept bookings of the Town Hall Civic Suite.  | Executive Committee  | Director of Leisure Cultural and Community Services, in consultation with Portfolio Holder                           |
| Concessionary Use                 | To agree requests for concessionary use of the Civic Suite.  | Executive Committee  | Head of Leisure & Cultural Services and his/her authorised Managers, in consultation with relevant Portfolio Holder. |