

APPENDIX A CONSTITUTION – PART 5 – TABLE 5.07 Leisure & Culture

| LEISURE AND CULTURE | | | |
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| 1. <u>Leisure - General</u> | | | |
| Subject | Detail | Delegated by: | Delegated to: |
| Allotments – Notices to Quit, etc. | To grant, transfer and accept the termination of allotment tenancies. | Executive Committee. | [Head of Planning, Regeneration Leisure Services] / [Head of Environmental and Housing Property] |
| Play Areas | Day-to-day management of play areas | Executive Committee | [Head of Planning, Regeneration and Leisure 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 | Rubicon Leisure |
| 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 Planning, Regeneration and Leisure Services] for open spaces. Rubicon Leisure if their facilities |
| Annual Events | To approve the use of facilities for various annual events. | Executive Committee | [Head of Planning, Regeneration and Leisure 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 Planning, Regeneration and Leisure 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 Planning, Regeneration and Leisure Services] |
| Off-Peak Charges at Sports Facilities | To negotiate off-peak charges for specific amenity events at Sports Centres | Executive Committee | Rubicon Leisure |
| Varying Charges | To vary charges at Leisure Facilities, in response to additional competition over 5% from previous year | Executive Committee | Rubicon Leisure in consultation with [RBC Client Officer] |
| 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 Planning, Regeneration and Leisure Services] for Arts Development functions, Rubicon Leisure for Palace Theatre |
| Bank Holiday Closures | To determine dates for the closure of recreational facilities for the Christmas and New Year Holidays. | Exec | Rubicon Leisure in consultation with [RBC Client Officer] |

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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 | Rubicon Leisure |
| Promotions – Short-Term / One-Off | To approve and implement short-term and one-off promotions at all Sports and Leisure facilities. | Executive Committee | Rubicon Leisure |
| Roundabout Sponsorship | To agree sponsorship fees with a maximum of 20% plus/minus variance of approved charges | Executive Committee | [Head of Planning, Regeneration and Leisure Services] following consultation with the appropriate Portfolio Holder. |

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| 2. <u>Civic Suite Hire</u> | | | |
|-----------------------------------|--|----------------------|---|
| Subject | Detail | Delegated by: | Delegated to: |
| 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 | [Head of Planning, Regeneration and Leisure Services] following consultation with [Chief Executive] |
| Bookings | Subject to the agreed policies of the Council, to accept bookings of the Town Hall Civic Suite. | Executive Committee | [Head of Planning, Regeneration and Leisure Services] following consultation with relevant Portfolio Holder |
| Concessionary Use | To agree requests for concessionary use of the Civic Suite. | Executive Committee | [Head of Planning, Regeneration and Leisure Services] and his / her authorised Managers, following consultation with relevant Portfolio Holder. |

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| 2. <u>Parks and Open Spaces</u> | | | |
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| Subject | Detail | Delegated by: | Delegated to: |
| Public Open Space | To adopt Public Open Space on behalf of the Council which has previously been agreed as part of a Section 106 Agreement. | Executive / Leader | [Head of Planning, Regeneration and Leisure Services] |
| Playing Pitches | To grant hire agreements for the use of such facilities in line with the Budget and Policy Framework. | Executive | [Head of Planning, Regeneration and Leisure Services] |
| Recreational Land | To decide on arrangements for the access, usage and leasing of recreational land or facilities to Parish councils and other organisations and to determine any applications for consents required by such leases. | Executive / Leader | [Executive Director of Finance and Corporate Resources] and [Head of Planning, Regeneration and Leisure Services] |