

## Facilities Improvement Service

### Scoping Methodology

#### Introduction

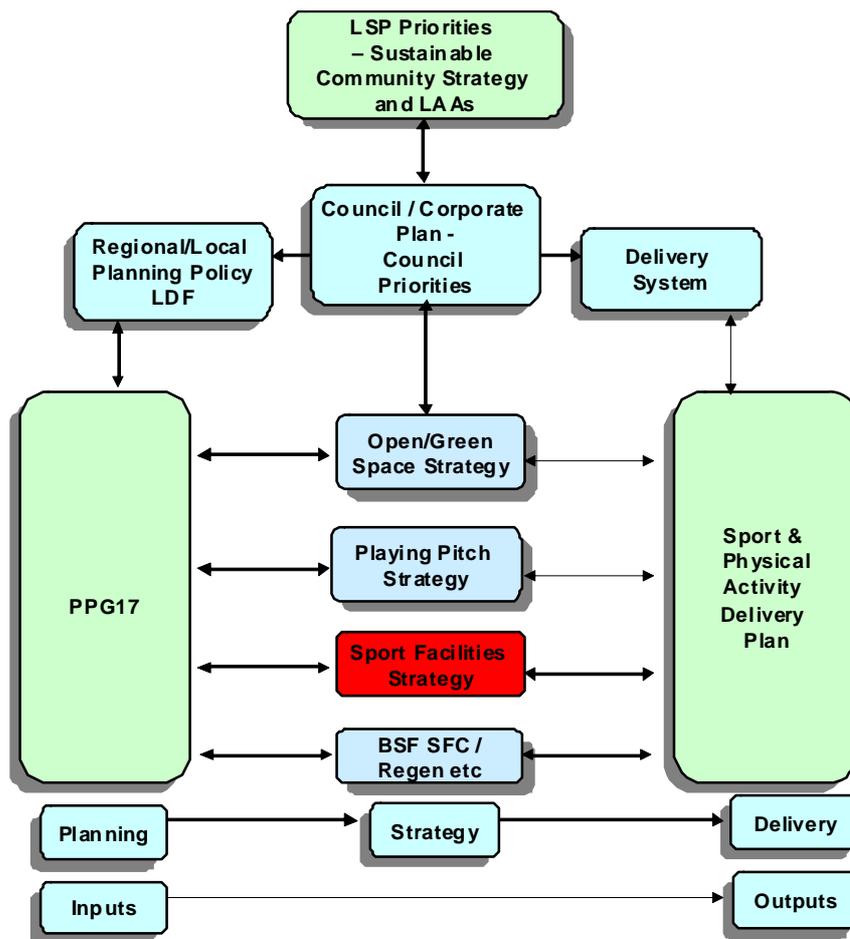
1. The purpose of this paper is to set out a standard methodology and approach for the initial scoping work with an authority, which forms part of *Stage 1 – Setting the Vision*.
2. The scoping work should be the first task undertaken once the authority has formally signed-up to the programme and the Steering Group has been established. It should therefore follow the set-up. The work should help to define the status of strategic planning within the authority, identify how joined up the work is, where any gaps exist and where the FIS should focus its activities.
3. The work should be undertaken by the Genesis consultant with the support of the authority and reported back to the Steering Group. The findings should in-turn become the agenda and action plan for the FIS work.

#### Methodology

4. The scoping work should take circa 3/4 days, depending on the size of the authority and should consist of the following elements:

- Document review
- Consultation with key officers
- Scoping report and presentation

5. The document review should seek to analyse the existing strategic documents within the authority and identify the *golden thread* linking community planning documents through to statutory planning. Are strategies and policies aligned? Do they use the same needs and evidence base? Are the aims for sport and recreation clear and appropriate are they consistently applied throughout documents? The document review should comment on the links between documents identifying any inconsistencies and gaps using the framework identified, see below:





6. The identification of *gaps and drivers* can in turn help to begin to shape the FIS work.
  
7. In addition the review should also seek to comment on the *quality* of the existing documents and the needs and evidence base that has been used to arrive at the existing outcomes. The purpose of the FIS is to raise the quality of strategic sport and leisure planning within the sector and a key role will be to challenge and support authorities to improve existing and future strategic work.
  
8. So for instance if a Playing Pitch Strategy (PPS) is in existence, is it robust? Has it used the up to date methodology and future population projections? In terms of a PPG17 study has it looked at both indoor and outdoor facilities can it demonstrate a clear linked between consultation and local standard setting? If Sport England tools have been used (Active People, Active Places, Sport England Calculator) have they been used correctly and appropriate conclusions being drawn. The table below sets out in simple bullet form what makes a good strategy; from the sustainable community strategy, through sport specific strategies to statutory documents.
  
9. The table below sets out a starting point for the type of issues we should be addressing.

Document Review	Key Issues to Explore
Sustainable Community Strategy	<ul style="list-style-type: none"> <li>• Does sport feature?</li> <li>• Does it demonstrate the role of sport to shared priorities, is a clear vision set out?</li> <li>• Do the new PSA targets (21 and 22) feature; participation and the 5 hour offer</li> </ul>
Local Development Framework	<ul style="list-style-type: none"> <li>• Does it adopt a robust needs and evidence base linked to the priorities for sport?</li> </ul>
PPG17	<ul style="list-style-type: none"> <li>• Does it include indoor and outdoor sport?</li> <li>• Has quality, quantity and accessibility considerations been addressed in arriving at local standards</li> <li>• Do local standards reflect</li> </ul>

Document Review	Key Issues to Explore
	consultation, are their clear links?
Playing Pitch Strategy	<ul style="list-style-type: none"> <li>• Has the up to date methodology been used?</li> <li>• Have future population projections been factored in?</li> </ul>
Sport and Physical Activity Strategy	<ul style="list-style-type: none"> <li>• Has relevant and up to date baseline data been used; Taking Part Survey, Active People and Market Segmentation?</li> <li>• Does the work reflect (as appropriate) regional and county (CSP) priorities?</li> <li>• Does the strategy link into local CSN networks?</li> </ul>
Open Space Strategy	<ul style="list-style-type: none"> <li>• Does the strategy reflect and build on high level priorities set out in the PPG17 study?</li> <li>• Does the strategy address standards of provision for outdoor sport?</li> <li>• How does the strategy support the evidence base for developer contributions</li> </ul>
Facilities Strategy	<ul style="list-style-type: none"> <li>• Does the strategy use relevant local planning tools; Active Places, Active Places Power and Sport England Calculator?</li> <li>• Have these tools been used correctly?</li> <li>• Has reference been made to national FPM runs?</li> <li>• Do the strategic needs reflect and build upon the PPG17 findings?</li> <li>• Does the strategy explore wider than local authority provision?</li> <li>• Are the finding consistent with the LDF and PPG17?</li> </ul>
Race, Gender and Age Equality schemes	<ul style="list-style-type: none"> <li>• How will the Council's equality schemes inform the provision of facilities, is there an evidence base for participation against race, religion, age, gender, sexual orientation etc?</li> </ul>

Document Review	Key Issues to Explore
Local Area Agreements	<ul style="list-style-type: none"> <li>• What are the generic outcomes for the LAA which would be supported through facility provision? (e.g. Health)</li> <li>• Are there any outcomes specifically related to sport which may be delivered through facilities planning?</li> </ul>
CPA reports	<ul style="list-style-type: none"> <li>• Has the Authority been the subject of a Cultural services inspection?</li> <li>• If so, what were the findings / actions required in relation to facility planning?</li> <li>• Are there any findings from corporate inspection that may impact on the Facilities planning approach?</li> </ul>

10. This part of the work will have to be handled sensitively as it may impact on existing consultant work however we need to address this within the scoping to ensure we deliver high quality consistent advice.

11. As part of the Sport England budget process £50,000 exists for the regions to fund work identified as being a gap and indeed to fund additional work to improved existing documents. This should be seen as the *sell* and positive way of getting buy-in to the outcomes of the scoping review.

12. The document review should take 1-2 days depending on the size of the authority.

13. Alongside the desk exercise the next critical stage will be to interview the key local authority officers, this is likely to be; leisure, planning policy, regeneration and education (where BSF is a factor) to understand how well the authority is connected. Documents may look to have the *golden thread* but what is it like in reality? Do officers share a common sense of vision for sport and recreation and have a common understanding and application of the needs and evidence base. As part of the consultation we should also seek to get a sense of the role of sport within the LSP, is sport represented, by whom and what is its influence?



14. The consultation should seek to be delivered in one-day and officers should be challenged on the findings and emerging issues from the document review.
15. The final element of the scoping should be a report back (short bullet point report) and presentation to the Steering Group based on the findings of the document review and consultation.

## **Conclusion**

16. This paper provides an outline approach for discussion and amendment. Once we have an agreed approach it is intended that the scoping exercise will be the *gateway* into the authority and set the agenda for the FIS work.
17. With some authorities the scoping exercise may be the extent of the service offered e.g. within Manchester and Liverpool in the north-west we may offer the service as a health check on their strategic planning work with the offer of potential Sport England funding to plug any identified gaps or add further detail to existing work.



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Version: 1.0

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