



East
Northamptonshire
Council

Policy and Resources Committee - 5 December 2012

Leisure Contracts Working Group

Purpose of report

To approve the Leisure Contracts Working Group Terms of Reference

Attachment(s)

Draft Terms Of Reference

1.0 Background

1.1 The meeting of full Council on 10 October approved the following recommendation;

a **Leisure Contracts Member Working Group** be set up with delegated powers to -

- Determine the precise timing of the investment in the Nene Centre
- Determine the most appropriate procurement option for management of leisure facilities, and oversee:-
 - (a) the competitive process to procure a specialist leisure construction company and related professional services to undertake the improvements to the facilities identified above; and
 - (b) the leisure facilities management procurement process.

(Reason: To take advantage of an 'invest to save' opportunity to generate significant returns from enhancing two of our leisure centres and to begin the process to put in place management arrangements beyond the expiry date of the current contract with CCP)

2.0 Terms of Reference

2.1 The attached draft Terms of Reference for the Leisure Contracts Member Working Group have been developed on the basis of the work and decisions to be undertaken for various aspects of the leisure services contracts over, at least, the next two years.

3.0 Equality & Diversity Implications

3.1 There are no equality and diversity implications arising from this report.

4.0 Legal Implications

4.1 There are no specific legal implications arising from this report. However, the Working Group will be responsible for the process of procurement, initially of building and construction works and then the long term management of the Council's leisure facilities. Therefore this work must be undertaken in line with the Council's Procurement Strategy and financial regulations relating to the procurement of goods and services.

5.0 Risk management

5.1 There are no identified risks arising from the recommendation in this report.

6.0 Financial Implications

6.1 There are no specific financial implications arising from the recommendations of this report.

7.0 Recommendation

7.1 Members are recommended to approve the Draft Terms of Reference for the Leisure Contracts Working Group.

Legal	Power: Local Government Act 2000				
	Other considerations:				
Background Papers: P&R Minutes of 29 September 2011					
Person Originating Report: Lisa Hyde, Head of Customer & Community Services Tel: 01832742162, ljhyde@east-northamptonshire.gov.uk					
Date: 08 November 2011					
CFO		MO		CX	

(Committee Report Normal Rev. 22)

**Leisure Contracts Working Group
Draft**

Terms of Reference

1. Membership

Members: Cllrs Boto, Hardcastle, D Jenney, Northall, Peacock , Stearn.

Officers:	Lisa Hyde	Head of Customer & Community	Services
	Meredith White	Contract Support Officer	
	Richard Hankins	Amenities Manager	
	Tony Hall	Welland Procurement Unit	

<u>As and when appropriate:</u>	Peter Williams	Chief Executive CCP
	Chris Tye	Leisure Centres Manager CCP

2.0 Scope

The Leisure Contracts Working Group will comprise 8 members of the Council established by (but not confined to members of) the Policy and Resources Committee

Its purpose is to consider Leisure Contracts management arrangements in East Northamptonshire and in particular

- the requirement to develop "invest to save" options for the Nene Centre and Pemberton Centre Improvement works, and the subsequent reduction in the Council's leisure management fees.
- the need to renew the leisure facilities management contract in August 2013,
- .

In particular, the Working Group will:

a) Invest To Save Leisure Contract Projects

- Establish the full range of options for procuring improvements to:
 - Nene Centre, Thrapston
 - Pemberton Centre, Rushden
- Establish approximate costings for the options.
- Following a decision on the preferred options and costings, take forward a tendering process for the construction and improvement works contract.
- In respect of the tender process, the working group is delegated by Policy and Resources Committee to:

- Determine the tender evaluation process, operating within the Council's financial regulations, Procurement Procedures and relevant European Union requirements.
- Agree the shortlist of bidders following a pre-qualification process.
- Develop tender documents.
- Contribute to the tender evaluation process – to include assessing tenders and interviewing bidders.
- Identify a preferred contractor.
- Make a recommendation to the Policy and Resources Committee for approval of the award of contract.

b) Leisure Facilities Management Contract

- Establish the appropriate timing and specification for the contract to manage the Council's leisure facilities.
- Recommend a preferred service specification to the Council's Policy and Resources Committee.
- Following a decision on the preferred option, take forward a tendering process for a new leisure facilities management contract.
- In respect of the tender process, the working group is delegated by Policy and Resources Committee to:
 - Determine the tender evaluation process, operating within the Council's financial regulations, Procurement Procedures and relevant European Union requirements.
 - Agree the shortlist of bidders following a pre-qualification process.
 - Develop tender documents.
 - Contribute to the tender evaluation process – to include assessing tenders and interviewing bidders.
 - Identify a preferred contractor.
 - Make a recommendation to the Policy and Resources Committee for approval on the award of the new contract.