



East  
Northamptonshire  
Council

## Council – 5 October 2015

### Leisure Procurement Working Party

#### Purpose of report

The Leisure Procurement Working Party (LPWP) was established by Annual Council on 27 May 2015. This report seeks approval of the LPWP Terms of Reference.

#### Attachment(s)

#### Draft Leisure Procurement Working Party Terms of Reference – Appendix A

#### 1.0 Introduction

1.1 The Leisure Procurement Working Party (LPWP) was established by Annual Council on 27 May 2015. This report seeks approval of the LPWP Terms of Reference which are attached in Appendix A.

1.2 The LPWP has been set up to provide strategic direction for the procurement of leisure management arrangements beyond 31 July 2016, when the Council's current contract with Aspirations Wellbeing is due to expire.

#### 2.0 Equality and Diversity Implications

2.1 There are no equality and diversity implications arising from this report. Any implications arising from future decisions will be considered in the relevant reports.

#### 3.0 Legal Implications

3.1 There are no direct legal implications arising from this report.

#### 4.0 Risk Management

4.1 There are no risks associated with adoption of the proposed Terms of Reference.

#### 5.0 Resource and Financial Implications

5.1 There are no new financial implications arising from adoption of the proposed Terms of Reference.

#### 6.0 Constitutional Implications

6.1 There are no constitutional implications arising from this report

#### 7.0 Corporate Outcomes

7.1 The work of the working party will contribute to achievement of the corporate outcomes of A Good Quality of Life – Heathy or Effective Management

#### 8.0 Recommendation

8.1 Councillors are asked to approve the Terms of Reference provided in Appendix A.

*(Reason – to ensure governance arrangements for the LPWP are in place and leisure management arrangements are in place beyond 31 July 2016.)*

<b>Legal</b>	Power: Local Authorities (Members' Allowances) (England) Regulations 2003				
	Other considerations:				
<b>Background Papers:</b>					
<b>Person Originating Report:</b> Katy Everitt, Head of Resources and Organisational Development ☎ 01832 74(2120) ✉ keveritt@east-northamptonshire.gov.uk					
<b>Date: 25 September 2015</b>					
<b>CFO</b>		<b>MO</b>		<b>CX</b>	<i>D. Oliver</i>



# Leisure Procurement Working Party

## *Terms of Reference*

*(Final – approved at LPWP 6 August 2015)*

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### 1. Membership

**Councillors:** Councillor Greenwood-Smith                      Councillor Jones  
Councillor Howell    Councillor Gill Mercer  
Councillor David Jenney

**Officers:** David Oliver – Chief Executive  
Katy Everitt – Head of Resources and Organisational Development  
Michelle Drewery - Finance Manager

**As required:** Tony Hall – Welland Procurement Unit

### 2. Scope

2.1. The Leisure Procurement Working Party (LPWP) comprises five Councillors, supported by Officer advisors. The existing Leisure Management Contract, which governs the delivering of leisure services from the Council's three leisure centres, is due to expire on 31 July 2016. The LPWP will provide strategic direction for the procurement of leisure management arrangements beyond that date, and will specifically:

#### General

- Oversee the project timeline to ensure the project is delivered on time.
- Keep project risks under review to ensure they are managed and, where possible, mitigated.
- Oversee project spend to ensure the project is delivered within budget.

#### Phase 1

- Develop a Leisure Strategy to set out the Council's medium term aims and objectives to inform a procurement process.
- Select a preferred leisure consultant who will work with the LPWP and provide support and advice on developments in leisure and leisure procurement expertise.
- Select a preferred company who will work with the Council's representatives to produce full building surveys for each of the Council's three leisure buildings.
- Establish service specification outcomes to be delivered from a new Leisure Management Contract (taking into account how the current contract operates and exploring how the new contract can increase participation rates in leisure and be financially sustainable in the future).
- Review procurement options and establish a project plan which sets out tasks and timescales to achieve leisure management arrangements for the leisure centres beyond 31 July 2016.
- Agree an extension of contract with the Council's existing leisure provider (Aspirations Wellbeing) to ensure continuity of current service provision until the procurement process is completed and a handover period is included.

## **Phase 2**

In respect of the tender process, subject to delegation by Council, the LPWP will:-

- Determine the tender evaluation process, operating within the Council's financial rules, procurement procedures and relevant European Union requirements.
- Agree the shortlist of bidders.
- Develop tender documents.
- Contribute to the tender evaluation process, to include assessing tenders and interviewing bidders.
- Identify a preferred contractor.

Council will then award the new Leisure Management Contract to the selected contractor based on the LPWP's recommendation.

### **3. Meetings and Reporting Arrangements**

- 3.1. Meetings will be held in accordance with the project plan and minutes will be reported to Council.
- 3.2. Meetings will be quorate when at least three Councillors are in attendance.

DO/KE/GGS/SP 14.9.15  
Final