



Leisure Procurement Working Party

Minutes of a meeting held on Monday 16 November 2015
at 2pm in the Members' Room

Present:

Councillors

Councillor Glenvil Greenwood-Smith (Chair)	GGS
Councillor David Jenney	DJ
Councillor Helen Howell	HH
Councillor Gill Mercer	GM
Councillor Peter Wathen	PW

Officers

David Oliver, Chief Executive	DO
Katy Everitt, Head of Resources & Organisational Development	KE
Michelle Drewery, Finance Manager	MD
Sharon Prior, PA/Executive Support to Chief Executive (Minute Taker)	SP

Welland Procurement Unit

Tony Hall	TH
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Sport Leisure Culture Consultancy (SLC)

David Rushton	DR
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ACTION

1. Apologies

1.1. None received.

2. Declarations of Interest

2.1. Declaration by HH - as previously noted at the first meeting.
No further declarations were made.

3. Minutes of previous meeting held on 27 October 2015

3.1. The minutes of the previous meeting held on 27 October 2015 were agreed as a true record, pending two minor amendments completed. SP

4. Procurement – appointment of SLC/role of Welland Procurement Unit

4.1. Cllr GGS outlined details of an e-mail sent to Members of the Working Party concerning the procurement phase of the new leisure contract, which the meeting noted. Cllr PW proposed that SLC be appointed for the procurement phase of the new leisure contract, seconded by Cllr HH. KE to complete arrangements. KE

4.2. KE confirmed she had met with DR and TH to review the timeline for the procurement phase. An action plan would be prepared on each stage of the process to ensure all responsibilities were allocated. Cllr GGS noted that it was essential that work was not duplicated between SLC and the Welland Procurement Unit and that the action plan would ensure that the project continues to move forward.

5. Appointment of legal support

- 5.1. KE confirmed that legal support/advice would be required for the procurement phase of the new leisure contract, to ensure that all aspects of this phase were completed correctly.

Cllr DJ questioned whether legal support/advice would be required and suggested that the Welland Procurement Unit should be able to assist. TH confirmed that the Unit do not provide that type of advice on contracts, and that legal support should be sought.

Cllr PW echoed Cllr DJ's comments regarding legal support/advice and noted that he felt we should be able to complete the process ourselves, within our own procurement policies.

KE advised that the current contract with Aspirations Wellbeing was insufficient and that any future contract needed to be more robust and fit for purpose. DO reiterated KE's comment and advised that it was essential that any future leisure contract was watertight.

- 5.2. After noting the points raised, Cllr GGS proposed that an outline of the legal support required for the procurement phase, as well as details of potential suppliers. Would be prepared; KE to complete. Proposal seconded by Cllr HH.

KE

6. Update – meeting with Aspirations Wellbeing

- 6.1. DO confirmed he had met with the Chairman, Chief Executive and Strategic Finance Director of Aspirations Wellbeing, together with Cllr GGS and KE, on 2 December 2015 to provide an update on the progress with the project and the next steps in the process.

- 6.2. DO outlined the items discussed at the meeting in detail which the meeting noted, and Members noted their general comments on the points discussed.

- 6.3. Cllr GGS noted that there would be a requirement for a Aspirations Wellbeing (AW) employee to join the Working Party in the future, to assist in providing various types of information for the new provider. Members noted their concerns with this proposal, particularly relating to whether communications from the Working Party would be passed on to staff during the process. The meeting considered which AW employee should be invited to future meetings and how the meeting would be managed (ie, splitting meeting agendas into two parts). The Working Party discussed their reasons for inviting an AW representative to the meeting, which were noted as:-

- To maintain working relationships with AW during the procurement process.
- To enable smooth transition of data from AW to assist with the tender documentation.

The Working Party also considered that when a AW representative attends future meetings, that the meeting would need to be split into two parts with AW only attending one part. This would ensure that any confidential information discussed can be included in the other part of the meeting.

- 6.4. Cllr DJ nominated Chris Tye (CT) from Aspirations Wellbeing be invited to future meetings of the Working Party; seconded by Cllr PW. KE to confirm details with AW.

KE

7. Update – Building Condition Surveys

- 7.1. KE confirmed she had met with Cllr DJ to review the building condition survey documents for each building, covering a ten year period. A schedule of maintenance responsibilities for both ENC and AW had also been prepared. KE confirmed, in terms of ENC's responsibilities, covering the three sites this amounted to £670k for capital and revenue for the 10 year period. KE also noted she would be meeting with AW (Chris Tye) to review AW's responsibilities.

- 7.2. KE then noted that work to update the Asset Management Plan was currently in progress, and this would be reported to a future Finance Sub-Committee. The maintenance schedule for the 3 sites would be included in the Plan. Cllr DJ noted that during the briefing with Pick Everard, it was noted that the specification included a clause that meant ENC did not own the data and it could not be freely distributed. PE agreed to remove this clause following discussions with officers.

- 7.3. DR suggested that a full repair and maintenance contract should be specified in the new contract. The Working Party confirmed their approval for this suggestion; KE to note.

KE

8. Procurement timetable and next steps

8.1. Project Manager report

- 8.1.1. KE presented the Project Manager's report, which the meeting noted.

- 8.1.2. DR noted his concern with discussions with locations for any new leisure facility. DR noted that the Rushden East project provided an opportunity to identify a site, for future discussions with any new provider. DR noted his concern that no exact location had been identified at this point for any new build. Cllr DJ suggested that the Rushden East Project Board had the ability to identify a location before the leisure tender was issued to potential operators. DO noted that there were many other items that would need to be included in the Rushden East proposals, and suggested that the Rushden East Project Board consider this matter at its next meeting. Feedback from the Rushden East Project Board to be noted at a future LPWP meeting.

**DO – Rushden
East Project
Board/LPWP**

- 8.1.3. DO confirmed that officers would prepare a Healthy & Active Lifestyle Strategy. DO also noted that KKP consultants were preparing the Council's new Open Space Strategy

8.2. Priority Outcomes

- 8.2.1. KE presented the priority outcomes paper, which the meeting noted. KE advised that this document would be used to assist with the Leisure Strategy preparations.

ACTION

- 8.2.2. Cllr PW enquired when discussions on extending the current contract could begin. DO confirmed that these discussions had already begun.
- 8.2.3. Cllr HH enquired whether visits to other leisure centres could be arranged. TH noted that a clear timetable would be required on the procurement process, to include visits to other leisure centres if required.
- 8.2.4. KE enquired with DR on what decisions SLC require from the Working Party, together with information from officers, to progress with the procurement phase. DR/TH advised that a detail project plan for the procurement phase would be required; DR/TH agreed to meet outside of the Working Party meeting to prepare the draft plan. TH noted that the Invitation To Tender (ITT) would need to be issued by April 2016.
- 8.2.5. The following actions were then agreed:-
- DR/TH to update project plan and timeline.
 - DR/TH to prepare schedule of actions for the Working Party, to include list of decision required and by which date.
 - DR/TH to prepare schedule requirements from AW.
 - LPWP to approve priority outcomes at the next meeting.

9. Budget

- 9.1. KE outlined the current budget position, as detailed in the Project Manager's report. The Working Party noted the current position.
- 9.2. The Working Party noted the current position with the AW pension contributions. KE/MDwy agreed to review this issue outside of the meeting.

KE/MDWy

10. Risk Register

- 10.1. KE outlined the current risks with the project, as detailed in the Project Manager's report, which the Working Party noted.

11. Date of Next Meeting

Wednesday 9 December 2015 at 10am in the Members Room.

All

DO/KE/GGS/SP 24.11.15
DO/KE/GGS revs – 7.12.15

Cllr DJ revs (6.3, 7.2 and 8.1.2) – 7.1.16
Minutes approved by LPWP 13 January 2016