



Leisure Procurement Working Party

Minutes of a meeting held on Wednesday 1 June 2016 at 3.00 p.m. in the Members' Room

Present:

Councillors

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

Officers

David Oliver, Chief Executive	DO
Michelle Drewery, Finance Manager	MD

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. Katy Everitt & Sharon Prior

2. Declarations of Interest

- 2.1. No new declarations were made.

3. Minutes of previous meetings held on 6 April 2016

- 3.1 The minutes of the previous meeting held on 6 April 2016 were agreed as a true record of that meeting. **SP**

4. Leisure Procurement Working Party - Action List v6 (1 June)

- 4.1. The Action List was not available – to be considered at the next meeting. **SP**

5. Review of PQQ submissions

- 5.1. ENC specialist officers had scored the technical sections and a combination of officers and Members had scored the method statements for the more subjective areas, such as the quality of outreach programmes. SLC had scored all sections.
- 5.2 TH reminded all present that this is a legal process and that everyone needed to ensure that their scoring of the submissions was based purely on the content and not on any extraneous information or knowledge. Everyone confirmed that this was the basis upon which they had scored the submissions.

ACTION

- 5.3 DR went through each of the 9 submissions, highlighting differences between SLC's scoring and ENC's. The rationale behind the scoring was discussed and final scores were agreed. DR then presented a summary of the scoring, and it was unanimously agreed that the five highest-scoring companies should be invited to submit full tenders. DR would contact all the bidders to let them know the outcome of the PQQ process – the letters would go out by Friday 3rd June. **DR**
- 5.4 It was noted that the successful bidders would be seeking site visits and were also likely to ask potentially significant numbers of clarification questions. It was agreed that, once the letters had been sent out, DO would contact Aspirations Wellbeing (AW) to advise them, in confidence, who the shortlisted bidders were, and would put in place arrangements for DR to liaise with AW to deal with the visits and the questions. DO advised that Julia Smith, Head of Customer & Community Services, would be the contact point for ENC. **DO**
DO/JS
- 6.0 Date of next meeting**
- 6.1 It was noted that the deadline for submission of tenders was 19th August. It was agreed that DR would circulate to the Working Party and relevant officers a proposal for who should mark which sections of the tenders. The intention is to finalise the scoring responsibilities by an exchange of e-mails rather than holding a meeting. **DR**
- 6.2 It was further noted that the week commencing 19th September had been allocated for bidder interviews, to receive presentations and seek clarification of any issues arising from the assessment and scoring of the tenders.
- 6.3 The next meeting of the WP would therefore need to be in late August / early September, probably early in the week commencing 5th September. SP to arrange. **SP**

Minutes approved at LPWP 12.8.16