



Leisure Procurement Working Party

Minutes of a meeting held on
Friday 12 August 2016 at 11am in the Members' Room

Present:

Councillors

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

Officers

David Oliver, Chief Executive	DO
Julia Smith, Head of Customer & Community Services	JS

Welland Procurement Unit

Tony Hall	TH
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Sport Leisure Culture Consultancy (SLC)

David Rushton	DR
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Minute Taker: Sharon Prior, PA/Executive Support Officer to Chief Executive
sprior@east-northamptonshire.gov.uk SP

ACTION

1. Apologies

1.1. Councillor David Jenney
Michelle Drewery

2. Declarations of Interest

2.1. No new declarations were made.

3. Minutes of previous meetings held on 1 June 2016

3.1 The minutes of the previous meeting held on 1 June 2016 were agreed as a true record of that meeting. SP

4. Leisure Procurement Working Party - Action List v6 (1 June 2016)

4.1. There was one outstanding issue regarding Aspirations Wellbeing pension deficit issue. DO confirmed that this issue had now been resolved.

5. Evaluation of ITTs – to agree the approach to be taken

5.1. DR advised the evaluation of the ITTs would be undertaken in the same way as the PQQs. Each bidder would submit Method Statements covering the following areas:-

- Creation of an Outreach Service
- Priority Outcomes
- Design, Build, Manage Capability
- Pricing, Membership

- Maintenance
- Quality
- Human Resources
- Quality Assurance
- Performance Management
- Information Communications Technology

The meeting reviewed the evaluation paperwork and noted their general comments.

- 5.2. The Working Party then agreed who would undertake the evaluation for each section:-

Method Statement	Councillor	Officer
Creation of an outreach service	Helen Howell Gill Mercer	Julia Smith Northamptonshire Sport representative
Priority Outcomes	Glenvil Greenwood-Smith	Julia Smith
Design, Build, Manage Capability	David Jenney	Bryan Rance, Building Control Manager
Pricing, Membership	Peter Wathen	Michelle Drewery
Maintenance	David Jenney	Richard Hankins, Amenities Manager
Human Resources	<i>None</i>	Aime Armstrong, HR Manager
Quality Assurance	Helen Howell	Julia Smith
Performance Management	<i>None</i>	Angela Hook, Corporate Support Manager
Information Communications Technology	Gill Mercer	James Tennant, Customer Services Team

- 5.3. The Working Party agreed to ask Northamptonshire Sport to assist with the evaluation of the outreach service method statement. JS to discuss with Chris Holmes at Northamptonshire Sport. Their score would inform the ENC score.

**JS –
Northamptonshire
Sport**

- 5.4. TH reminded the Working Party that the eventual score for each bidder would be formed through moderation once both ENC and SLC had undertaken their evaluation.

- 5.5. The tender bids were expected on 19 August 2016. Once received, SP would arrange to co-ordinate the circulation of the paperwork to all.

SP

5.6. DO confirmed that he, Glenn Hammons (Chief Finance Officer) and MDwy would undertake the due diligence assessment once the evaluation was complete and finalise.

6. Bidder interviews – w/c 19 September 2016

6.1. DR outlined the format for the interviews, which the meeting noted:-

- Presentation by each bidder – 1.5 hours with 20-30 minutes for questions included within the timings.
- Standard and specific questions to be prepared – DR to agree final question list with GGS.
- Set questions to be notified to bidder in advance so that they can prepare, particularly financial questions.
- Time to be allocated after each interview to review/amend scoring if required following presentation.

6.2. The Working Party then agreed the timetable for the evaluation and interview process:-

Date	Action
Friday 19 August 2016 (12noon)	Bids received at ENC
w/c 22 August 2016	Bid evaluation begins
Wednesday 14 September 2016*	Deadline for evaluation of bids
Thursday 15 September 2016	Final evaluation sheets to be submitted to David Rushton, SLC (Julia/Sharon to complete)
Monday 19 September 2016 (9am)**	Leisure Procurement Working Party meeting – to review draft scores for each bidder following the end of the evaluation period
Wednesday 21/Thursday 22 September 2016	Interviews with the 4 bidders (all day)
Thursday 22 September 2016	Leisure Procurement Working Party meeting – to review scores again once all interviews completed

* deadline changed to Tuesday 13 September 2016

** Leisure Procurement Working Party meeting changed to Friday 16 September 2016 at 2pm.

7. Final agreement on evaluation scores/preferred bidder – w/c 26 September 2016

7.1. The timetable for evaluation and interviews was agreed under item 6.2 above.

8. **Date of next meeting**

- 8.1. The next meeting of the Working Party was scheduled for Monday 19 September 2016.

Note: This date was subsequently revised to Friday 16 September 2016 at 2pm.

GGG/DO/JS/SP 17.8.16

Minutes approved at Leisure Procurement Working Party on 16 September 2016