



Leisure Procurement Working Party

Minutes of a meeting held on Friday 16 September 2016 at 2pm in the Members' Room

Present:

Councillors

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

Officers

David Oliver, Chief Executive	DO
Julia Smith, Head of Customer & Community Services	JS
Michelle Drewery, Finance Manager	MDwy

Welland Procurement Unit

Clare Ellis	TH
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Sport Leisure Culture Consultancy (SLC)

David Rushton	DR
Anna Dalton	AD

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

ACTION

1. Apologies

- 1.1. Tony Hall, Welland Procurement Unit – Clare Ellis attended the meeting as deputy.

2. Declarations of Interest

- 2.1. No new declarations were made.

3. Minutes of previous meetings held on 12 August 2016

- 3.1 The minutes of the previous meeting held on 12 August 2016 were agreed as a true record of that meeting. SP

4. Leisure Procurement Working Party - Action List

- 4.1. There were no outstanding actions.

5. Review Method Statement scores - ENC and SLC

- 5.1. DR thanked all those involved in the evaluation of the tender submissions, which had taken place from 22 August 2016 through to 12 September 2016. This process had involved the evaluation of nine method statements from each of the four bidders, which had been undertaken by members of the Working Party and Officers. In addition a representative from Northamptonshire Sport advised on evaluation of the outreach service proposals.

- 5.2. DR presented a spreadsheet containing the two scores for each Method Statement for each bidder – one from ENC, and one from SLC. The aim of the Working Party meeting that day was to review the spreadsheet where there was a difference between ENC and SLC scores and arrive at a consensus, and therefore finalise initial overall scores for each bidder.
- 5.3. DR noted that the presentations to be given by the bidders the following week would not be scored, but that those sessions would provide an opportunity for the Working Party to clarify any aspects of the tenders that were unclear. A review of the initial overall scores would then be undertaken to see whether any of those scores should be amended in the light of those clarifications. It was stressed that the presentations would not be an opportunity for anyone to ask for additional information not included in the tender process.
- 5.4. As outlined in item 5.2 above, the Working Party then reviewed the two scores for each Method Statement for each bidder and agreed a score for each element of the tenders. As previously noted, these scores would be revisited after the interviews held on 21/22 September 2016.
6. **Agree questions for interviews 21/22 September 2016**
 - 6.1. During the review of the scores, the Working Party suggested a number of clarification questions to ask each bidder in relation to their Method Statement submissions. Questions were also noted as part of the evaluation process.
 - 6.2. The Working Party agreed that DR should collate the questions for each bidder. DR would circulate the questions for review by ENC and CE (Welland Procurement Unit) in the first instance. Once agreed, the questions would be circulated to the Working Party in preparation for the presentations scheduled for 21/22 September 2016.
7. **Issues to be considered in relation to financial searches**
 - 7.1. MDwy outlined the results of the financial searches undertaken on each of the four bidders, which the Working Party noted. All four bidders were considered to have adequate finances, although some bidders were in a stronger position than others. It was noted that further due diligence would be required once the preferred bidder had been selected by Council on 17th October.
8. **Date of next meeting**
 - 8.1. Bidder interviews – 21/22 September 2016, 9.30am start on both days.

GGG/DO/JS/SP 27.9.16