

Leisure Procurement Working Party

Minutes of a meetings held on
21st and 22nd September 2016 in the Kasen 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

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. Bidder Interviews 21/22 September 2016

- 1.1. The Working Party received presentations from the four bidders who had submitted tenders for the new Healthy and Active Lifestyles contract. Each bidder gave a presentation on their approach to providing an outreach service. They also answered some specific clarification questions about their individual bids.

Following completion of the interviews, a formal meeting of the Working Party was held to review the scores discussed at the previous meeting held on 16 September 2016.

1. Apologies

- 1.1. None

2. Declarations of Interest

- 2.1. No new declarations were made.

3. Review scores following presentations and agree final scores for each bidder

- 3.1 The Working Party revisited the scores for each bidder, discussed any changes and agreed the final scores. The bidder with the highest score was noted.

4. Report to Policy & Resources Committee

- 4.1. JS to prepare a report for Policy & Resources Committee on 10 October 2016 to note the outcome of the procurement process and recommend that the contract be awarded to the preferred bidder. The report would be anonymised so that the four bidders could not be identified. A recommendation from the Policy & Resources Committee would then be taken to Council on 17 October 2016. TH reminded the Working Party that there would be a 10 day standstill period following the decision, to enable any challenge to be lodged.
- 4.2 DR agreed to prepare a summary report on the procurement process which could be included with the report to the Committee. He also reminded all present that it was crucial that the identity of the preferred bidder and the financial element of their bid, which would in itself identify that bidder, must remain confidential until the formal decision is taken by Council on 17th October. Any leak prior to that date could jeopardise the entire procurement process and would certainly increase the risk of the decision being challenged

5. Thanks from the Chairman

- 5.1. GGS expressed his sincere thanks to all members of the Working Party and to the Officers and consultants who had supported the process for their hard work and dedication. The outcome had been excellent both from both a quality and a financial perspective, and our customers and taxpayers would all benefit.

6. Date of next meeting

- 6.1. As the procurement process was now complete, no further meetings of the Working Party would be required.

GGG/DO/JS/SP 29.9.16