

# Cabinet Report



Listening Learning Leading

Report of Head of Community Services

Author: Jan Smith

Telephone: 01235 422243

E-mail: [jan.smith@southandvale.gov.uk](mailto:jan.smith@southandvale.gov.uk)

Wards affected: Henley-on-Thames

Cabinet member responsible: Councillor Maggie Filipova-Rivers

Tel: 07850 141623

E-mail: [Maggie.Filipova-Rivers@southoxon.gov.uk](mailto:Maggie.Filipova-Rivers@southoxon.gov.uk)

To: CABINET

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## Henley Leisure Centre - refurbishment works to the dry side changing facilities

### Recommendations

- (a) To approve commencing the procurement process to select a contractor to refurbish the dry side changing facilities at Henley Leisure Centre.
- (b) To delegate authority to the Head of Community Services, in consultation with the Cabinet Member for Community Services, to award the contract to the winning tenderer, if the tendered sum is within the approved budget of £100,000 and the works comply with the required specification.

### Purpose of Report

1. To seek the appropriate approvals to procure for and award a contract for the refurbishment of the dry side changing facilities at Henley Leisure Centre.

### Corporate Objectives

2. This project will contribute towards the strategic objective of “Sustainable communities and wellbeing” and corporate priority of ensuring that “we will increase participation in sport and leisure”, specifically by “improving accessibility and availability of leisure facilities in South Oxfordshire

### Background

3. The council is seeking to procure a suitable contractor to undertake the refurbishment of the Henley Leisure Centre dry side changing facilities showers and toilets.

4. Water from the dry side showers is seeping into the sports hall from adjoining walls and degrading the structure of those walls and possibly the sports hall floor. This is due to the poor laying of the floor tiles and the grout used to waterproof the area.
5. At its meeting on 20 December 2018 Council agreed the recommendations of Cabinet, made at its meeting on 18 December 2018, to use the surplus budget from Henley Leisure Centre changing room budget for the refurbishment of the dry side facilities at Henley Leisure Centre and resolved to create a new capital scheme within the council's approved capital programme. Council also agreed to vire £19,000 from the existing wet side changing room refurbishment budget into the new capital budget.
6. The total budget available for this project is £100,000, made up of £81,000 from the general repairs and maintenance capital budget and £19,000 from surplus budget that has been vired from the completed wet change refurbishment project completed at Henley leisure centre in 2017.
7. Officers anticipate that all the works can be achieved from this budget, however, cost certainty will be determined once tender evaluation has been completed. The evaluation is based on the approved corporate process of awarding 60% of the evaluation marks for price and 40% of the marks for quality. Each tender will be marked by a number of officers to ensure best value is obtained.
8. To ensure that the appointment of the contractor is taken in a timely manner consistent with the corporate Capita procurement process and timetable, officers are seeking Cabinet approval for the decision to award the contract to be taken by the Head of Community Services in consultation with the Cabinet Member for Community Services.
9. This appointment will only take place if the tender matches the specification for the works required and the cost for those works falls within the approved capital budget of £100,000.
10. Officers are planning for these works to be started at the earliest opportunity and if possible, undertaken during the school summer holidays when the customer footfall is lower and the impact on the other service areas can be minimised. This will mean that the centre can continue to provide an effective level of service to its customers. It is possible that the works could take up to ten weeks to complete however once a contractor is appointed discussions can be held to confirm the final works programme which could be considerably shorter than ten weeks. Should the summer holiday period not provide sufficient time contingency plans are ready to continue the service when the schools return.

## **Options**

11. The impact of not undertaking these essential refurbishment works will mean that customers are increasingly dissatisfied with the facilities and overall customer experience that in time could lead to a reduction in usage and loss of revenue.
12. Failure to deliver the improvements to the dry side change area showers and toilets at Henley Leisure Centre will lead to further deterioration of the floor tiles and grouting in the showers, allowing more water ingress into the adjacent sports hall walls and potentially causing further damage to other parts of the facility including the sports hall floor.

## Financial Implications

13. An Individual Cabinet Member decision (ICMD) in July 2018 approved the transfer from the provisional capital programme to the approved capital scheme. The report anticipated that £100,000 was estimated for these works, funded from the approved capital budget.
14. At its meeting on 20 December 2018 Council agreed the recommendations of Cabinet, made at its meeting on 18 December 2018, to use the surplus budget from the Henley Leisure Centre changing room budget for the refurbishment of the dry side facilities at Henley leisure centre and resolved to create a new capital scheme within the council's approved capital programme to refurbish dry side changing rooms at Henley Leisure Centre. Council also agreed to vire £19,000 from the existing wet side changing room refurbishment budget into the new capital budget.
15. Therefore, with the virement of the surplus budget, the anticipated funding from the approved Leisure Centre – Capital Works budget will be £81,000 bringing the total budget to £100,000. The balance will remain in the approved capital budget.

## Legal Implications

16. The appointment of the contractor to undertake the works to the dry side changing facilities will be made through a suitable procurement contract.

## Risks

17. To minimise or negate risks, the provision of Risk Assessments and Method Statements (RAMS), a Project Lifetime and a Construction Phase Plan is a requirement within the contractor's submission.

## Other Implications

18. Officers have consulted relevant stakeholders on opportunities to minimise energy usage and the project will include new LED lighting.

## Conclusion

19. The procurement and appointment of a suitable contractor to undertake the refurbishment of the dry side changing facilities will bring the dry side toilets and shower areas up to the consistent high standard that customers expect at Henley Leisure centre.

## Background Papers

- Virement of surplus capital budgets for refurbishment works at Henley and Thame Leisure Centres, Cabinet 18 December 2018 and Council 20 December 2018.
- Individual Cabinet Member Decision July 2018 - transfer of capital scheme from provisional to approved programme.