

# Record of Cabinet portfolio member decision

## SPECIFICATION FOR THE JOINT LEISURE MANAGEMENT CONTRACT DATE OF PUBLICATION – 5 SEPTEMBER 2013

- NB: The Head of Legal and Democratic Services must receive a request to call-in this decision by 5.00pm on Thursday 12 September 2013.
- Subject to the call-in mechanism this decision will be implemented on expiry of the call-in period.
- The council’s cabinet portfolio holder has taken the executive decision outlined below. This decision is published in accordance with the council’s procedure rules.

DECISION TAKER	DETAILS OF DECISION
Mr B Service	To approve the specification for the 2014 joint leisure management contract, and to authorise the head of economy, leisure and property to make any minor amendments to the specification prior to it being issued with the ‘invitation to submit detailed solutions’ documents.
	<p><b>Background</b></p> <ul style="list-style-type: none"> <li>• Currently, the council has a single leisure management contract, whilst the Vale of White Horse District Council has three leisure management contracts - each of these contracts has a different specification, and all of these contracts end on 31 August 2014.</li> <li>• Both cabinets took the decision in April 2013 to procure a joint leisure management contract under the competitive dialogue process.</li> <li>• In order to undertake the procurement of the new joint leisure management contract, a specification needs to be provided in order for bidders to price against and to develop during the competitive dialogue process – therefore, the specification may evolve further prior to the contract award as it is discussed through the dialogue process.</li> <li>• Officers and our leisure consultant produced the new specification in accordance with the needs of South and Vale’s leisure centres and the communities that they serve, the councils’ strategic objectives and corporate priorities, and the objectives of the participation action plan.</li> <li>• A joint workshop was held in July 2013 with representatives from each council’s scrutiny committee to identify ‘what makes an excellent leisure centre’ in order to determine the key areas that councillors considered important to capture in this specification - a similar exercise was also undertaken with the joint project board.</li> <li>• The specification will form part of the documents that will be sent to the remaining contractors who are invited to submit a detailed solutions (ISDS) for the joint leisure management contract.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The specification is an output-based document that identifies the key outputs for the contract, as well the key target groups for increased usage of the leisure facilities. It does not prescribe how the contract is to be delivered, unlike some of the current contract specifications, which were drawn up prior to the general use of output-based specifications. Instead, how the contract is to be delivered will be established through the method statements that the bidders submit during the procurement process, which will become part of the contract with the preferred bidder. The specification also includes operational information detailing the requirements for service delivery.</li> <li>• An individual cabinet member decision to agree the joint specification will also be taken by the Vale portfolio holder.</li> </ul>
	<p><b>Alternative option considered</b> The specification is not approved and there is a delay in issuing the tender documents.</p>

If you have any queries regarding this decision please contact the decision taker above or Kate Arnold, Leisure Manager, Email: [kate.arnold@southandvale.gov.uk](mailto:kate.arnold@southandvale.gov.uk), Tel: 01491 823091

A copy of the report considered by the Cabinet member is available from Steven Corrigan, Democratic Services Manager, Legal & Democratic Services, 01491 823049, [steven.corrigan@southandvale.gov.uk](mailto:steven.corrigan@southandvale.gov.uk)