

OVERVIEW AND SCRUTINY

3 SEPTEMBER 2024

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: LEISURE MANAGEMENT CONTRACT PROCUREMENT - END PROJECT REPORT

REPORT OF: THE SERVICE DIRECTOR - PLACE

EXECUTIVE MEMBER: CLLR. MICK DEBENHAM

COUNCIL PRIORITY: A BRIGHTER FUTURE TOGETHER

1. EXECUTIVE SUMMARY

This report refers to the End Project Report and lessons learnt for the Leisure Management Contract Procurement Project.

2. RECOMMENDATIONS

- 2.1. For Overview and Scrutiny Committee to comment on and note the Leisure Management Contract Procurement End Project Report.

3. REASONS FOR RECOMMENDATIONS

- 3.1. To enable Overview and Scrutiny to consider lessons learned from the major procurement project.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1. The Leisure Management Contract Procurement End Project Report was circulated to Project Board members and the Executive Member for Environment and Leisure on 22 August 2024.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1. The leisure contracts with Stevenage Leisure Ltd expired on 31 March 2024. The contract includes North Herts Leisure Centre, Hitchin Swimming and Fitness Centre, Royston Leisure Centre, Letchworth Lido and the sports centre at Fearnhill School.
- 7.2. On 14 March 2023, Cabinet gave authority to proceed with a Competitive Procedure with Negotiation (CPN) procurement for the Leisure Management contract. CPN was used for the procurement because it provided a clearly defined scope of services and services specification, with some aspects for negotiation. The procurement project programme was over a ten-month period.
- 7.3. The Leisure and Active Communities contract was awarded at Cabinet on 12 December 2023. The End Project Report is included in Appendix A and confirms that the project has been completed and details lessons learnt.
- 7.4. The last Project Board meeting was held on 22 November 2023, prior to contract award. EA produced a mobilisation plan and weekly mobilisation meetings took place between EA and the Leisure and Active Communities Manager to ensure a smooth transition. However, a lesson learnt is to have scheduled a project board meeting following contract award for the board to consider and comment on the mobilisation plan.

8. RELEVANT CONSIDERATIONS

- 8.1. The End Project Report contains a number of lessons learnt around:
 - the use of specialist consultants
 - Use of competitive procedure with negotiation
 - Timeline for procurement
 - Mobilisation of the new contract
 - communicationsThe full End Project report can be found at Appendix A.

9. LEGAL IMPLICATIONS

- 9.1. Under section 6.2.7 of the Council's constitution, the Overview and Scrutiny Committee is entitled to review and scrutinise decisions of the Council and the cabinet. The cabinet made the decision to proceed with the Competitive Procedure with Negotiation and awarded the Leisure and Activities Communities Contract to Sports and Leisure Management Ltd (Everyone Active) and therefore the cabinet's decisions are subject to the Overview and Scrutiny Committee's considerations, including any reports or recommendations.
- 9.2. Section 21 of the Local Government Act 2000 places an obligation on local authorities to establish overview and scrutiny committees to ensure that the local government remains transparent, accountable, and open.
- 9.3. There is no statutory requirement for a local authority to provide fitness services to the public though the Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 allows local authorities to provide such recreational facilities as it sees fit and the Local Government Act 2000 requires local authorities to promote their area's economic, social and environmental wellbeing. The decision by the Council would accord with the intentions of both Acts.

10. FINANCIAL IMPLICATIONS

10.1. Please see End Project Report – Appendix A

11. RISK IMPLICATIONS

11.1. Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.

11.2. A risk log was maintained as part of the project management process.

12. EQUALITIES IMPLICATIONS

12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2. There are no direct equality implications apply to this report.

13. SOCIAL VALUE IMPLICATIONS

13.1. The Social Value Act and “go local” requirements do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply this report.

15. HUMAN RESOURCE IMPLICATIONS

15.1. There are no direct Human Resource implications that apply to this report.

16. APPENDICES

16.1. Appendix A – Project Closure Report

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

18.1 None