

TO: THE EXECUTIVE

14 FEBRUARY 2017

TRANSFORMATION PROGRAMME – LEISURE REVIEW PROCUREMENT PLAN
Director of Environment, Culture & Communities

1 PURPOSE OF REPORT

- 1.1 To approve the Procurement Plan to market test and potentially outsource the management of the three major leisure sites; Bracknell Leisure Centre (BLC), Coral Reef (CR) and Downshire Golf Complex (DGC).

2 RECOMMENDATION

- 2.1 **That the Procurement Plan for the market testing and potential outsourcing of the three major leisure sites is approved.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Leisure review forms part of the Council's wider Transformation Programme and has been exploring the ways in which the savings target of £1m could be achieved. It has been identified that the outsourcing of these three major sites could result in a saving in the region of £650,000. The Plan Phase Gateway review held on 8 December 2016 saw members support the direction of travel to market test these sites, and also support the Heads of Terms upon which any agreement with a contractor will be based.
- 3.2 In line with the Contract Standing Orders it is required that procurement plans over the value of £400k require sign off by the Director and Executive Member. However, in light of the significant nature of this procurement the approval of The Executive is sought in respect of this procurement plan.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Various sourcing options were considered during the Analyse Phase of the review including retaining the service in-house and cessation of the services but the current proposal was the proposed way forward.

5 SUPPORTING INFORMATION

- 5.1 The leisure review is led by the Director of Environment, Culture and Communities, supported by a Project Board involving managers from outside the leisure field who can contribute to the review and external specialist advisors, Activist. The project has reviewed the performance of the Council's leisure offering within the borough and examined the financial position associated with operating the leisure facilities at all leisure sites.
- 5.2 The recommendations from the Gateway Review was to market test the three major leisure sites based on the Heads of Terms supported by Members who attended.

Unrestricted

Those Heads of Terms are the framework for detailed specifications and contract terms which are in the process of being finalised.

- 5.2 As this is above the OJEU threshold, the opportunity to tender will be advertised on OJEU as well as the South East Business Portal and Contracts Finder.
- 5.3 The cost quality split is shown in the procurement plan.
- 5.4 The anticipated timetable for the procurement process will be as follows:

Task	DATE
Procurement Plan Sign Off	21 February 2017
Project advertised on the S.E Business Portal	1 March 2017
PQQ response deadline	31 March 2017
PQQ evaluation process complete	13 April 2017
ITT issued	14 April 2017
ITT response deadline	13 July 2017
Evaluation Process Complete	October 2017
Executive decision to award	November 2017
Contract award	December 2017
Contract start date	1 March 2018

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 Legal comments have been made in the Procurement Plan.

Borough Treasurer

- 6.2 The financial implications of the procurement exercise are set out under section 5 of the Procurement Plan. The costs of the exercise will be met from the Transformation Programme.

Equalities Impact Assessment

- 6.3 Attached as Annex A to the Procurement Plan.

Strategic Risk Management Issues

- 6.4 Key risks and issues identified within the Procurement Plan itself.

7 CONSULTATION

Principal Groups Consulted

- 7.1 The Analyse Phase gateway Review was held on 14 July 2016 where members were asked to support a number of recommendations, one being that the outsourcing of the three major sites be considered in further detail.

A member workshop was held on 2 November 2016 and a staff workshop on 3 November 2016; the feedback received from these sessions has informed the formulation of the Heads of Terms.

The Plan Phase Gateway Review took place on 8 December 2016 where members were asked to support the direction of travel to market test the facilities and to agree the Heads of Terms.

A Public Meeting was held on 5 January 2017 in order to inform members of the public prior to the decision proceeding to the Executive for a decision on the procurement plan.

- 7.2 Council Officers including the Head of Procurement, Borough Solicitor and the Borough Treasurer were consulted in the drafting of this plan.

Contact for further information

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