

Report to the Portfolio Holder Advisory Group – Leisure Management



**Epping Forest
District Council**

Report reference: LMC-002-2016/17
Date of meeting: 25 July 2016

Portfolio: Leisure & Community Services

Subject: Further Extension to Current Contract with Sports & Leisure Management Limited

Responsible Officer: Derek Macnab (01992 564050).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) To support the Portfolio Holder in seeking a further extension to the current Leisure Management Contract with SLM until 1 April 2017.

Report:

1. Members have previously supported an extension of the current contract with SLM until the 3 January 2017, taking the length of the contract to 11 years. This was to facilitate the current procurement process and has not presented any difficulties with respect to SLM's performance and quality of service to customers. It was intended that the current procurement process would have achieved a contract award in October 2016. However, given that the provision of the new Leisure Centre at Hillhouse plays such a significant role in the tender process, and outline planning consent is not being considered until November 2016, it makes sense to seek a further extension. This action would de-risk the final tender award if outline planning consent was to be achieved.

2. A Contract Extension until the 1 April 2017 would have the added advantage of commencing at the start of the Council's financial year. Any extension will require the publication of a VEET Notice. However, the risk of challenge is considered extremely low given the short period of time of the proposed extension (3 months) and the current contracting market with respect to Leisure Management.

3. A copy of the proposed revised timetable is detailed below.

Epping Forest District Council – Leisure Management

**Project Timetable
30th June 2016**

Key Actions	Responsibility	Timescale	Meeting Dates
Bidder Meetings – presentation and clarifications	Project Team		Tuesday 19th July – all day North Weald Airfield
Finalise Evaluation	RPT	By 22 nd July	
Portfolio Group	RPT/DM/JN		25th July Civic Offices
ISFT Issue	RPT	w/c 1 st August	
ISFT Submissions	Bidders	30th September	
ISFT Evaluation	Project Team		18 th October 10:00am North Weald Airfield
Members Briefing	RPT/DM/JN		18 th October 2:00pm North Weald Airfield
Portfolio Group	RPT/DM/JN		10 th November Civic Offices
Cabinet – formal report?	RPT/DM/JN		1 st December Chamber
Council – award Contract	DM/JN		13th December Chamber
Mobilisation	Preferred Bidder		Contract starts 1 st April 2017