



Epping Forest District Council

PORTFOLIO HOLDER ADVISORY GROUP ON LEISURE MANAGEMENT

Thursday, 17th September, 2015

You are invited to attend the next meeting of **Portfolio Holder Advisory Group on Leisure Management**, which will be held at:

Council Chamber, Civic Offices, High Street, Epping
on **Thursday, 17th September, 2015**
at **6.30 pm** .

Glen Chipp
Chief Executive

**Democratic Services
Officer**

Gary Woodhall
The Directorate of Governance
Tel: 01992 564470
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Members:

Councillors H Kane (Chairman), G Chambers, R Jennings, P Keska, R Morgan, G Shiell, E Webster and J H Whitehouse

1. APOLOGIES FOR ABSENCE

(Director of Governance) To be announced at the meeting.

2. TERMS OF REFERENCE

(Director of Governance) To note the current Terms of Reference for the Group:

(i) To assist in ensuring that the Council is in the best position to obtain a competitive and effective tender to deliver the desired outcomes of the Leisure and Cultural Strategy.

(ii) To review the current services provided under the Leisure Management Contract and consider any changes to the programme of activity offered, how the contract may be packaged and the length of any contract period.

(iii) To critically review the 4 Sports and Leisure Centres owned by the Council, giving consideration to their location, age, condition, costs/subsidy, and make recommendations on future provision/investment.

(iv) To advise the Council's Client Officer Team as they undertake the competitive dialogue process, considering options that may emerge as part of any bidders'

proposals.

(v) To provide input into the appointment process for any potential contractor, and in particular, to participate in a Member Presentation and Interview Panel.

(vi) To support the Portfolio Holder in recommending any successful Leisure Management Tender to the Cabinet, taking into consideration the Service and Financial implications for the Council.

3. NOTES OF THE LAST MEETING (Pages 3 - 6)

(Director of Governance) To agree the notes of the last meeting of the Portfolio Holder Advisory Group on Leisure Management, held on 16 June 2015 (attached).

4. BUSINESS CASE AND PROCUREMENT STRATEGY FOR THE NEW LEISURE MANAGEMENT CONTRACT (Pages 7 - 22)

(Director of Neighbourhoods) To consider the attached report (LMC-003-2015/16).

5. FUTURE MEETINGS

Future meetings of the Portfolio Holder Advisory Group in 2015/16 are currently scheduled for:

- 9 November 2015;
- 8 February 2016; and
- 11 April 2016.