



Epping Forest District Council

PORTFOLIO HOLDER ADVISORY GROUP ON LEISURE MANAGEMENT

Thursday, 14th January, 2016

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, 14th January, 2016**
at **7.00 pm** .

Glen Chipp
Chief Executive

**Democratic Services
Officer**

Gary Woodhall
The Directorate of Governance
Tel: 01992 564470
Email: gwoodhall@eppingforestdc.gov.uk

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 5 - 8)

(Director of Governance) To agree the notes of the last meeting of the Portfolio Holder Advisory Group on Leisure Management, held on 17 September 2015 (attached).

4. EVALUATION OF PRE-QUALIFICATION QUESTIONNAIRE FOR THE LEISURE MANAGEMENT CONTRACT PROCUREMENT (Pages 9 - 10)

(Director of Neighbourhoods) To consider the attached report (LMC-004-2015/16).

5. EXCLUSION OF PUBLIC AND PRESS

Exclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Paragraph Number	Information
6	Evaluation of Pre-Qualification Questionnaire for the Leisure Management Contract Procurement	3	

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the

Portfolio Holder Advisory Group on Leisure Management Thursday, 14 January 2016

completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers

Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

6. EVALUATION OF PRE-QUALIFICATION QUESTIONNAIRE FOR THE LEISURE MANAGEMENT CONTRACT PROCUREMENT

(Director of Neighbourhoods) To consider the attached restricted report (report to follow).

7. FUTURE MEETINGS

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

- 8 February 2016; and
- 11 April 2016.