



# Epping Forest District Council

## **PORTFOLIO HOLDER ADVISORY GROUP ON LEISURE MANAGEMENT**

**Thursday, 10th November, 2016**

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

**Committee Room 2, Civic Offices, High Street, Epping  
on Thursday, 10th November, 2016  
at 6.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

Gary Woodhall  
The Directorate of Governance  
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### **Members:**

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

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### **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'

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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 - 8)**

(Director of Governance) To agree the notes of the last meeting of the Portfolio Holder Advisory Group on Leisure Management, held on 25 July 2016 (attached).

### **4. EVALUATION OF THE INVITATION TO SUBMIT FINAL TENDERS FOR THE LEISURE MANAGEMENT CONTRACT PROCUREMENT (Pages 9 - 10)**

(Director of Neighbourhoods) To consider the attached report (LMC-004-2016/17).

### **5. FUTURE MEETINGS**

(Director of Governance) To note that there are no future meetings of the Portfolio Holder Advisory Group currently scheduled.