

Report to the Portfolio Advisory Group on Leisure Management



Report reference: **LMC-001-2015/16**
Date of meeting: **16 June 2015**

**Epping Forest
District Council**

Subject: **Terms of Reference – Portfolio Holder Advisory Group on Leisure Management**

Responsible Officer: **Derek Macnab (01992 564050).**

Democratic Services: **Gary Woodhall (01992 564470).**

Recommendations/Decisions Required:

(1) The Portfolio Holder Advisory Group is asked to consider and agree the proposed Terms of Reference.

Report:

1. In December 2014 the Council adopted a new Leisure and Cultural Strategy (Appendix 1) which identified future need and the role that the District Council may play in the provision of future opportunities for people to lead healthier lives, contribute to community wellbeing and promote social inclusion.

2. The District Council currently provides a range of Leisure and Cultural Services to include Arts, Community and Sports/Health Development as well as the District Museum Service. These operate largely on an outreach basis, working closely with other partners in the public and voluntary sector, with a good track record of accessing external funding.

3. However, the most significant direct investment in leisure is the provision of the four Sports/Leisure Centres, currently managed under contract on the Council's behalf, by Sport and Leisure Management Ltd (SLM).

4. The 10 year contract with SLM is due to expire in January 2016. The Council therefore needs to start considering the future level of service it wishes to provide and importantly, what Leisure Management procurement and contractual options, it may wish to pursue.

5. All of these considerations need to be addressed in a strategic way. This is particularly true given that there are increasing demands on the Council's resources, resulting in a need to determine future priorities, alongside the changing socio-economic and demographic make-up of the District, with future levels of growth being determined by the Local Plan.

6. The Council has agreed to appoint a Portfolio Holder Advisory Group, the role of which will be to offer advice and guidance to the Leisure and Community Services Portfolio Holder in determining the specification for the contract and the scope of any new facilities.

7. The proposed Terms of Reference of the Portfolio Advisory Group are as detailed below:

(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.

8. As a non Executive body whose role it is to advise the Portfolio Holder, the Group can agree to amend the Terms of Reference at any time to reflect changing circumstances.