

Report to Community Overview and Scrutiny Panel

Agenda
Item:
A.4

Meeting Date: 24th November 2016
Portfolio: Culture, Leisure and Heritage
Key Decision: Not Applicable:
Within Policy and Budget Framework NO
Public / Private Public

Title: LEISURE CONTRACT RETENDER UPDATE
Report of: The Deputy Chief Executive
Report Number: SD.30/16

Purpose / Summary:

This report provides an updated timetable for the retender of Carlisle City Council’s Leisure Contract. Its appearance at the panel provides an opportunity for panel member’s to seek further information on the process and the individual stages of the exercise.

Recommendations:

The Community Overview and Scrutiny Panel are asked to review the revised timetable for the retender exercise and consider at which points they would like further updates as part of their planned work programme.

The panel are also asked to consider the timing and format of the annual performance report from the current leisure operator in light of the live retender exercise.

Tracking

Executive:	
Overview and Scrutiny:	
Council:	

1. BACKGROUND

- 1.1 Carlisle City Council's existing leisure contract (held by Greenwich Leisure Ltd) expires at the end of November 2017.
- 1.2 In order to bring forward the benefit of savings from the current leisure subsidy and help facilitate investment in the council's leisure estate (in particular the replacement of the St James Street Pools), preparatory work on an early retender exercise commenced in early 2015.
- 1.3 A series of reports were brought to the Community Overview and Scrutiny Panel across 2014/15 and 2015/16 outlining the proposed process and the rationale for early retender and investment in the leisure estate. This culminated in preparatory work on the retender exercise being completed and the council being ready to go out to market in December 2015.
- 1.4 Storm Desmond hit in early December 2015, resulting in significant damage to the council's leisure estate, and the retender exercise being placed on hold.
- 1.5 Updates have been provided to the Community Overview and Scrutiny Panel since the floods. The most recent report (August 2016) reported to the panel that the council was now clear in its reinstatement plans and nearly ready to recommence the retender exercise. Officers committed to providing a further update to COSP once a clear and detailed timetable was in place.
- 1.6 The revised timetable is as follows:

Stage	Activity	Timeline
Phase 1	Council issues outline requirements Prepare and issue tender documents to include advert, information memorandum, PQQ (Pre-Qualification Questionnaire), ISOP (Invitation to Submit Outline Proposals) and evaluation criteria. Meetings and site visits for bidders organised.	November into December 2016
Phase 2	Evaluation of outline proposals Evaluation of PQQ and the ISOPs with evaluation report prepared identifying shortlisted bidders	January 2017
Phase 3	Council invites detailed proposals from shortlisted bidders Preparation of ISDP (Invitation to Submit Detailed Proposals) tender documents with final versions of contract documents to include the concession agreement, service specification and other schedules	February 2017

Phase 4	Discussions with shortlisted bidders Meetings with each bidder to discuss the council's requirements and the development of their submissions. Deal with bidder queries.	April 2017
Phase 5	Submission of final detailed proposals	May 2017
Phase 6	Evaluation of detailed proposals Undertaking detailed evaluation of the submissions including service, investment and financial proposals. Dealing with any bidder clarifications. Preparation of detailed evaluation report with preferred bidder recommendation.	May – June 2017
Phase 7	Appoint Preferred Bidder Prepare preferred bidder letter with outstanding issues to address. Prepare and issue letters to unsuccessful bidders and organise formal feedback.	June 2017
Phase 8	Contract Award Deal with any outstanding bid and/or contractual issues. Liaise with legal advisors to arrange signing of contract documents and issue voluntary contract award notice.	September 2017
Phase 9	Completion and mobilisation Mobilise the new contract including setting up contract monitoring arrangements	October - December

- 1.7** COSP members will note that the new timetable now brings us to the natural end of the existing contract and will not in effect be an early retender. The savings required from the leisure contract (in terms of the council's medium term financial plan) are not profiled in until 2018/19 so not enacting an early retender will not affect the MTFP.
- 1.8** In line with the recommendations above, COSP are asked to consider at which points they would like further updates as part of their ongoing work programme.
- 1.9** The COSP annual work programme also includes a review of the current leisure operator's annual performance. In previous years the incumbent has presented directly to the panel. In the context of a live tender exercise it may be preferable to receive a written report presented by Council Officers this year. It is also worth noting that GLL now operate their finances and performance monitoring on a calendar year cycle rather than a financial year cycle. This means the most complete and meaningful data is available early in each new calendar year.

2. PROPOSALS

- 2.1 That, as part of their work programme, the COSP panel identify the points in the retender exercise as which they would like further updates
- 2.2 That the COSP Panel receive an annual performance report on the current leisure contract in February 2017 presented by Council Officers.

3. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 3.1 "We will develop vibrant sports, arts and cultural facilities, showcasing the City of Carlisle."

Contact Officer: Darren Crossley

Ext: 7004

**Appendices
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's -

Deputy Chief Executive –

Economic Development –

Governance –

Local Environment –

Resources -