

Minutes of the meeting of the **Contracts Sub-Committee** held on **21 June 2001** when there were present:

Cllr Mrs J Helson (Chairman)

Cllr A Hosking  
Cllr G A Mockford  
Cllr M G B Starke

Cllr P F A Webster  
Cllr D A Weir

### **OFFICERS PRESENT**

R Crofts	Corporate Director (Finance & External Services)
J Bourne	Leisure & Contracts Manager
Miss E McIlwaine	Leisure Client Officer
Mrs M Martin	Committee Administrator

### **103 MINUTES**

The Minutes of the Meeting held on 16 March 2001 were approved as a correct record and signed by the Chairman.

### **EXCLUSION OF THE PRESS AND PUBLIC**

#### **Resolved**

That under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the remaining business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 9 of Part 1 of the Schedule 12A of the Act.

### **104 LEISURE MANAGEMENT CONTRACT -**

- (1) SELECTION OF SHORT LIST OF TENDERERS**
- (2) PREPARATION OF CONTRACT SPECIFICATION**

The Sub-Committee considered the report of the Corporate Director (Finance & External Services) which provided Members with an update of the current situation in relation to the Leisure Management Contract and in particular the proposed shortlist of companies and the timetable for the production of the Contract Specification.

The current Leisure Management Contract comes to an end on 31 March 2002 and the tendering process on a Public Private Partnership basis has now commenced. The Council in conjunction with their appointed Consultants, PMP, will require to have completed this process by the end of January 2002 to enable the new contract to commence on 1 April 2002.

Eight formal Expressions of Interest had been received. These had been evaluated by the Council's officers and PMP. As a result of this evaluation a suggested shortlist for Invitation to Tender had been drawn up.

Whilst the Council's Standing Orders state that at least six companies should be shortlisted for a contract of this size, it was felt that only five had fully satisfied the evaluation criteria and would be capable of meeting the Council's requirements.

Members agreed the following timetable in the Contract process:-

- 5 or 6 July - Contracts Sub-Committee to consider the key requirements that the Council wishes to be included in the specification including the length of the contract.
- last week July - first draft of the contract specification to be produced and circulated to all Members of the Council for information and comments.
- 7 August - Contracts Sub-Committee to consider the first draft and proposed any amendments
- week beginning 13 August - amended draft of specification to be circulated to all Members for information and comment.
- 21 August - combined meeting of the Contracts Sub-Committee and Leisure Sub-Committee to approve the final draft of the specification.
- 4 September - meeting of Full Council to approve the specification.
- 10 September contract specification sent out to those companies invited to tender.
- deadline for submission of tenders - date to be confirmed.
- tenders evaluated and preferred contractor recommended and approved by Full Council - date to be confirmed.

**Recommended**

- (1) That Contract Standing Order section 14.1(c) be suspended and the proposed shortlist of five companies be approved to be Invited to Tender for the Leisure Management Contract.
- (2) That the timetable detailed above be approved for the production of the Contract Specification. (CD(F&ES))

The meeting commenced at 10.30 am and closed at 11.40 am.

Chairman .....

Date .....