

Contracts Sub-Committee

3 January 2002

Minutes of the meeting of the **Contracts Sub-Committee** held on **3 January 2002** 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

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr G Fox.

SUBSTITUTES

Cllr P D Stebbing

OFFICERS PRESENT

P Warren – Chief Executive

R Crofts – Corporate Director (Finance & External Services)

J Bourne – Leisure & Contracts Manager

J Bostock – Principal Committee Administrator

118 DECLARATIONS OF INTEREST

Councillor P F A Webster declared a non-pecuniary interest by virtue of being a user of leisure facilities.

119 MINUTES

The minutes of the Meeting held on 3 October 2001 were approved as a correct record and signed by the Chairman.

120 LEISURE MANAGEMENT CONTRACT

The Sub-Committee gave consideration to the Leisure Contract bids received and the determination of issues to be clarified during the tender presentation exercise. The Corporate Director (Finance & External Services) had supplied a briefing note setting out some key issues and matters which Members may wish to discuss with the contractors. The Corporate Director had also supplied information received from the Council's consultants, PMP, providing an overview of tenders and suggesting some areas of questioning for the presentations.

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The Sub-Committee endorsed the concern of the Chairman that, given the key nature of this stage, the quality of the information supplied by the consultant was somewhat disappointing, particularly in terms of detail. It was also disappointing that the consultant could not be present at the meeting. There would be clear value in being able to formulate questions for the contractors in tandem with the professional views/analysis of the adviser.

The Sub-Committee endorsed the observation of a Member that the Council should expect a pro-active stance from its Leisure Contractor. It was observed that levels of investment and service improvements were key. The quality of the contractors Management Team would be a significant factor. It was agreed that it would be useful to formulate questions which ascertain the contractors response to various scenarios.

There was consensus that, subject to the flow of appropriate benefits, detailed consideration should be given to the longer term optional bids which had been submitted by the contractors.

Responding to Member questions, Officers advised that:-

- The information received from the contractors enabled an analysis of current annual expenditure on each leisure unit, together with possible future expenditure/income.
- There should be no reason why a contractor would object to full scale contract review at set points given that they will want to be seen as performing to the satisfaction of the Council.
- There would be value in ascertaining how the proposals submitted measured up to contracts in place with other authorities.
- All the contractors are keen to introduce investment as soon as possible within the first year to assist meeting their own projections.
- The contractors have been asked to concentrate on determining exactly what level of investment they propose and the improvements the Council would see in respect of the various options.
- A recent Government White Paper included the possibility of legislation for Councils to introduce charges for discretionary services.
- A check would be made of the costings provided for a five-a-side football facility.

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- Officers would consult the bidders to ascertain adjustments which could be made should the capital cost associated with Park School be removed.

The Chief Executive confirmed that Officers would now consult both Sub-Committee Members and the Council's consultants on the questions identified for the contractors (copy of questions set out in the [exempt appendix](#) to these Minutes) with a view to furnishing the contractors with the key themes on Monday 7 January. The contractors would be advised that the Council expects to see written responses to all questions.

It was agreed that the meeting of the Sub-Committee scheduled for 9 January should commence at 9.00am so that the Council's consultant can be available in advance of the presentation process.

The meeting commenced at 10.30am and closed at 3.50pm.

Chairman _____

Date _____