

Waverley Borough Council Scrutiny Review

Leisure Contract Procurement Group
Scoping Document

April 2022

Background information		
1.	Title of proposed review	Leisure Contract Procurement Group
2.	Proposed by	Cllr Mary Foryszewski
3.	Chair of the Group (once confirmed)	TBD
4.	Membership of the group (once confirmed)	Cllr Jenny Else Cllr Mary Foryszewski Cllr Michaela Wicks A representative from the Resources Overview and Scrutiny committee
5.	Scrutiny Policy Officer supporting the review	Mark Mills
6.	Service officer(s) supporting the review	Kelvin Mills – Head of Commercial Services Tamsin McLeod – Leisure Services Manager Sally Seymour – Senior Leisure Development Officer
7.	How does this review link with the corporate priorities within the Corporate Strategy?	Supporting affordable access to leisure facilities supports the Council's objective to protect the health and wellbeing of all our residents

Purpose and objectives		
8.	Reason for / background to the review	The current Leisure Management Contract, for our five leisure centres, expires on 30 June 2023 and the Council needs a new Leisure Management Contract, and all associated specification documentation, to be in place for the 1 July 2023, delivering value for money for the council.
9.	Purpose (what does the review hope to achieve)	This review will ensure the Leisure Management Contract procurement process is transparent and engages a spectrum of elected councillors.
10.	Objectives (what actions / outcomes are expected as a result of the review?)	The new contract will ensure value for money and maximise the return on investment, whilst ensuring that the specifications and outcomes reflect the portfolio mix and increase social value. This group will review key strategic service priorities and make recommendations on the priorities for the new contract. These will include; a. Social value b. Active Communities programme c. Key Performance Indicators

11.	Research questions (any questions posed so far for the review to cover)	None posed thus far
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Methodology		
12.	What form will this review take (e.g. half day, full day, meetings over several weeks/months, standing Group until...)?	1–2-hour meetings, at key dates within the procurement programme, until Contract award
13.	What evidence will need to be gathered in order to undertake this review (e.g. current policies, satisfaction data, literature)?	Current contract specification regarding delivery and associated outcomes. Sport England template specification.
14.	What methods will be used to compile information for this review (e.g. desktop research, public consultation, interviews, focus groups)?	Officer Project Working Group to comprise of all relevant service specialist representatives. Consultant, SLC, financial forecasting and contract comparison. Sport England industry guidance.
15.	What (if any) external resource will be required (e.g. external expertise, consultants etc)?	Advice from consultants, SLC. Examples of Contracts and service specification from other authorities.

Limitations and risks		
16.	What does this review not include in its scope? (Consider remit of the committee and purpose of the review.)	The procurement, design and construction of: <ul style="list-style-type: none"> • Cranleigh Leisure Centre new build • Godalming Leisure Centre refurbishment • Farnham Leisure Centre refurbishment Evaluation of tenders and the appointment of the selected contractor.
17.	What is the Council's risk appetite for the issue being reviewed?	The Council's agreed risk appetite can be found here (item 74/18).

Post review		
18.	To where will the recommendations ultimately be addressed (e.g. Executive, Council, external organisation)?	The Portfolio Holder and the Executive.
19.	When will the final report be presented to the parent committee?	March/April 2023

20.	When will the report be presented to Executive/Council (meeting dates)?	March/April 2023
21.	How will the impacts of the review be measured?	The Corporate Performance Reports presented to Services O&S include key performance indicators on the performance of the leisure centres.
22.	When / how often will the impacts be assessed?	Services O&S committee meetings.
23.	When / how often will the impacts be reported to O&S?	March, June, September, and November.