

**WAVERLEY BOROUGH COUNCIL**  
**SERVICES OVERVIEW & SCRUTINY COMMITTEE**

**20 September 2022**

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**LEISURE MANAGEMENT CONTRACT TASK AND FINISH GROUP –**  
**Final Report**

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**Head of Service: Mr Kelvin Mills, Head of Commercial Services**

**Key decision: No**

**Access: Public**

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**1. Purpose and summary**

1.1 To appraise Services Overview and Scrutiny (“the Committee”) on the activities of the Leisure Management Contract Task & Finish group (“the Group”), its recommendations and the response from the Executive.

**2. Recommendation**

2.1 That the Committee endorse the Group’s interim recommendations:

*a) endorsing the proposed services specification and key performance indicators (KPIs).*

*b) that when the data contributing towards KPIs is collected by the operator, it should be independently verified by Waverley Borough Council to ensure its credibility.*

*c) that given the leisure centres are all located in the larger towns within the Borough, outreach work under the Active Communities programme should be targeted within smaller settlements.*

*d) that given the lasting significance of this contract, steps are taken to keep all-members informed during the tender process.*

2.2 That the Committee note the response from the Portfolio Holder for Health, Wellbeing, Parks and Leisure detailed in para 4.9.

**3. Reason for the recommendation**

3.1 On June 21<sup>st</sup> 2022, the Committee delegated authority to the members of the Group to make interim recommendations to the Portfolio Holder for Health, Wellbeing, Parks and Leisure. These were shared with the wider Committee and were subject to retrospective confirmation at the Committee’s next meeting in September. The Committee is now being asked to provide that approval.

- 3.2 Having reviewed the proposed services specification and KPIs, the members of the Group are confident that they capture the breadth of requirements on the surface and align the contractor's priorities with those of service users.
- 3.3 The Group felt that Council validation of data collected for KPIs by the contractor would enhance their credibility and remove a conflict of interest.
- 3.4 The Group note that not all Waverley residents are willing and able to travel to access leisure facilities. They also felt there are strong reasons to suspect that barriers to travel will be correlated with forms of deprivation. Therefore, it is important that there is leisure community outreach provision throughout the Borough, not just within the main settlements.

#### **4. Background**

- 4.1 At the March 2022 meeting of the Services O&S, the Committee agreed to set up a Task and Finish Group to monitor progress in procuring the new Leisure Management Contract. The Committee delegated authority to the Group to agree an interim scoping document.
- 4.2 The Group met on May 11<sup>th</sup> 2022, for a two hour workshop.
- 4.3 Cllr Mary Foryszewski was nominated and elected as chair of the Group.
- 4.4 It was agreed to co-opt Cllr Jerome Davidson to the Group as a representative from the Resources O&S Committee.
- 4.5 The Group received a briefing from The Sport, Leisure and Culture Consultancy (SLC), who are assisting the Council with the leisure contract procurement. This provided an overview of the whole process and the range of considerations involved. Key factors covered included:
  - A review of the existing Contract
  - Strategic Objectives for new Contract
  - Scope of Services (Core Facilities and Active Communities Programme)
  - Social Value considerations
  - Key Performance Indicators
  - The procurement Strategy – other key elements
  - Services Specification
- 4.6 On June 21<sup>st</sup> 2022, the Committee agreed to the Group's scoping document and, given the tight timescale to complete the procurement process, delegated authority to the Group to agree interim recommendations.
- 4.7 The Group met on June 23<sup>rd</sup> 2022, for a two hour workshop. The Group discussed the headline areas of the detailed Services Specification, Active Communities programme and each of the 11 key performance indicators. The Group members agreed the interim recommendations in para 2.1.
- 4.8 The recommendations were sent to the Portfolio Holder for Health, Wellbeing, Parks and Leisure on July 4<sup>th</sup> 2022, who accepted them in full.

4.9 All recommendations have been considered and elements incorporated in to the draft Contract documents by the Leisure Project Working Group.

## **5. Relationship to the Corporate Strategy and Service Plan**

5.1 As part of its strategic objective to improve the health and wellbeing of Waverley's residents and communities, the Council has a strategic objective of "*supporting affordable access to cultural, sports and leisure facilities, open spaces and recreational areas*".

## **6. Implications of decision**

### **6.1 Resource (Finance, procurement, staffing, IT)**

There are no resource implications of this report.

### **6.2 Risk Management**

No risks arising from the recommendations of this report have been identified.

### **6.3 Legal**

There are no legal implications from this report.

### **6.4 Equality, diversity and inclusion**

There are no direct equality and diversity implications from this report.

### **6.5 Climate emergency declaration**

There are no direct climate change implications from this report.

## **7. Consultation and engagement**

7.1 None directly related to this report.

## **8. Other options considered**

8.1 The Committee could decline to consider the Leisure Management Contract. However, this would remove O&S's ability to enhance the robustness of the procurement process by acting as a 'critical friend'.

8.2 The Committee could attempt to scrutinise the contract at its regular meetings. However, given the detail involved, frequency of committee meetings and the speed at which the procurement process must take place to ensure a new Contract is in place when the current one expires, this would likely result in relatively cursory scrutiny.

8.3 The Committee has discussed the options above and decided that the appropriate way forward was to proceed with a Task and Finish Group, to ensure timely and detailed scrutiny.

## **9. Governance Journey**

9.1 The Task and Finish Group will aim to have concluded its work and report back to the September 2022 Services O&S meeting.

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## **Background Papers**

There are no background papers, as defined by Section 100D (5) of the Local Government Act (1972)

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### CONTACT OFFICER:

Name: Mark Mills  
Position: Policy Officer (Scrutiny)  
Telephone: 01483 523 078  
Email: [mark.mills@waverley.gov.uk](mailto:mark.mills@waverley.gov.uk)

Name: Tamsin McLeod  
Position: Leisure Services Manager  
Telephone: 01483 523 423  
Email: [tamsin.mcleod@waverley.gov.uk](mailto:tamsin.mcleod@waverley.gov.uk)