

# Minutes

of a meeting of the

## Cabinet

held on Thursday 11 April 2013 at 5.45pm

in the South Oxfordshire District Council's offices, Benson Lane,  
Crowmarsh Gifford, Wallingford, OX10 8ED



### Open to the public, including the press

#### Present:

Members: Councillor Roger Cox (Vice-Chair), Reg Waite and Elaine Ware

Non-participating Vale members: Councillors Jim Halliday and Judy Roberts

Non-participating South Oxfordshire members: Councillors Anna Badcock, David Dodds, Ann Ducker, Eleanor Hards, Lynn Lloyd, Judith Nimmo-Smith, Angie Paterson, Bill Service, and David Turner

Officers: Kate Arnold, Steve Bishop, David Buckle, Kathy Fiander, Matt Prosser, Margaret Reed, Anna Robinson and Gemma Thynne

Number of members of the public: 2

#### **Ca.68 Apologies for absence**

Councillors Matthew Barber (Chairman), Yvonne Constance and Mike Murray had all sent their apologies for absence.

#### **Ca.69 Declarations of interest**

None

#### **Ca.70 Urgent business and chairman's announcements**

None

#### **Ca.71 Statements, petitions, and questions relating to matters affecting the Cabinet**

None

## **Ca.72 2014 Leisure management contract**

Following the earlier informal briefing on the leisure management contract between the Cabinets of Vale of White Horse District Council and South Oxfordshire District Council, Cabinet considered the report of the Head of Economy, Leisure and Property that asked Cabinet to agree to the proposed approach for procuring a contractor to provide leisure management services on behalf of Vale of White Horse District Council and South Oxfordshire District Council with effect from 1 September 2014.

Councillor Ware set out the advantages of a shared contract including the financial benefits and resource implications. Councillor Ware also referred to the disadvantages that could arise but highlighted that potential contractors would be asked how they would mitigate these. She referred to the competitive dialogue process to gain high service standards and value for money, the evaluation criteria and the flexibility to include individual pricing structures if necessary. The project board supported the joint contract approach to provide the best possible facilities and encourage participation.

Cabinet noted the potential drawbacks of a shared contract that included differences between the existing leisure management contracts across the two councils. These differences compared with the financial benefits of a joint contract, which could bring competitive bids and operational and efficiency benefits in contract management. Cabinet therefore agreed to enter into a competitive dialogue process in a joint procurement with South Oxfordshire District Council.

Cabinet also considered the evaluation criteria, which according to policy was to make 60 per cent of marks available for the most competitive price and 40 per cent for quality. In order to ensure that high quality service was given as much regard as value for money and it remained deliverable, Cabinet agreed to allocate 50 per cent of marks for price and 50 per cent for quality.

### **RESOLVED:** to

1. jointly with South Oxfordshire District Council, commence the procurement of a leisure management contract under the competitive dialogue process;
2. set the evaluation weighting for the joint contract at 50 per cent price and 50 per cent quality.

## **Exempt information under section 100A(4) of the Local Government Act 1972**

None

The meeting closed at 5.50 pm

## **Notes**

OF AN INFORMAL BRIEFING OF THE

# **Cabinets of South Oxfordshire District Council and Vale of White Horse District Council**

HELD AT 5.00 PM ON THURSDAY 11 APRIL 2013

COUNCIL CHAMBER, COUNCIL OFFICES, CROWMARSH GIFFORD

**Present: South Oxfordshire District Council**

Mrs Ann Ducker (Chairman)

Ms Anna Badcock, Mr David Dodds, Mrs Judith Nimmo-Smith, Reverend Angie Paterson and Mr Bill Service

**Present: Vale of White Horse District Council**

Councillor Roger Cox, Councillor Reg Waite, Councillor Elaine Ware

Apologies: Councillor Matthew Barber, Councillor Yvonne Constance and Councillor Mike Murray

### **Officers**

Ms Kate Arnold, Mr Steve Bishop, Mr David Buckle, Mrs Kathy Fiander, Mr Matt Prosser, Mrs Margaret Reed, Mrs Anna Robinson, Ms Gemma Thynne

**Also present: South Oxfordshire District Council**

Mrs Eleanor Hards

**Also present: Vale of White Horse District Council**

Councillor Jim Halliday, Councillor Judy Roberts

### **1 2014 leisure management contract**

The Cabinets of South Oxfordshire District Council and Vale of White Horse District Council met to consider, ask questions and discuss proposals in order for each Cabinet to thereafter consider whether to approve the principle of a joint contract between the two councils to manage leisure facilities in the districts and to approve the procurement process.

Ms Kate Arnold, Shared Leisure Manager, explained that four leisure management contracts expired in 2014 and that the report recommended a joint contract and a competitive dialogue route to procurement. This contract route would offer the best solution so that the councils could engage with the bidders and form relationships with them.

Whilst the council's policy on evaluation criteria was to make 60 per cent of marks available for the most competitive price and 40 per cent for quality, on this occasion officers recommended a different percentage split. Officers recommended that 50 per cent of marks should be awarded for price and 50 per cent for quality so that high quality service was given as much regard as value for money and remained deliverable.

Councillor Mr J Halliday, Vale of White Horse District Council, asked questions seeking to establish whether the council had sufficient staffing to support the current contract reporting requirements. Ms K Arnold, Mr M Prosser, Strategic Director and Mr D Buckle, Chief Executive responded, advising that the councils had appointed Ms Thynne to support both councils, which would include supporting the current contract reporting arrangements. Mr Thynne's contract would extend into the period of the new contract as arrangements were put in place. However, resourcing would be subject to further discussion.

Councillor Halliday also asked whether the two councils could require differences within the contracts, such as pricing structure. Mr Prosser advised that different policies could be implemented and that during the competitive dialogue process such discussions could take place with potential contractors. However, Mr Prosser advocated simplicity to ensure the best contract.

As Vale's Scrutiny Committee considered contractor performance, Councillor Halliday sought clarification about the committee's involvement in developing key performance indicators (KPIs). Ms Arnold explained that KPIs hadn't yet been subject to consideration by the project board but would be made available for further discussion by the Scrutiny Committee.

In response to Councillor Halliday's question concerning the project board, Mr Prosser advised that notes of the two project board meetings were available to councillors and would be circulated.

In discussions, Cabinet members alluded to the benefits of good facilities, the encouragement of participation, efficiency and financial benefits and the opportunity the process afforded for joint working.

The meeting closed at 5.15 pm