

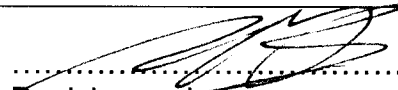
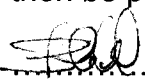
Vale of White Horse

District Council

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000

RECORD OF DECISION OF CABINET MEMBER OR KEY DECISION OF OFFICER			
1	Name of Decision maker	Councillor Matthew Barber	
2	Type of Decision (Please <input type="checkbox"/> as appropriate)	Key Yes	Other
3	Date of Decision (This should be the same as the date form signed)	6 September 2013	
4	The Decision	Approval of the specification for the 2014 joint leisure management contract, subject to the head of economy, leisure and property being authorised to make any minor amendments to the specification prior to it being issued with the 'invitation to submit detailed solutions' documents.	
5	Reasons for Decision	<ul style="list-style-type: none"> currently, the Vale Council has three leisure management contracts whilst South Oxfordshire District Council has a single leisure management contract- each of these contracts has a different specification, and all of these contracts end on 31 August 2014 both cabinets took the decision in April 2013 to procure a joint leisure management contract under the competitive dialogue process in order to undertake the procurement of the new joint leisure management contract, a specification needs to be provided in order for bidders to price against and to develop during the competitive dialogue process – therefore, the specification may evolve further prior to the contract award as it is discussed through the dialogue process officers and our leisure consultant produced the new specification in accordance with the needs of South and Vale's leisure centres and the communities that they serve, the councils' strategic objectives and corporate priorities, and the objectives of the participation action plan a joint workshop was held in July 2013 with representatives from each council's scrutiny committee to identify 'what makes an excellent leisure centre' in order to determine the 	

		<p>key areas that councillors considered important to capture in this specification - a similar exercise was also undertaken with the joint project board</p> <ul style="list-style-type: none"> • the specification will form part of the documents that will be sent to the remaining contractors who are invited to submit a detailed solutions (ISDS) for the joint leisure management contract • the specification is an output-based document that identifies the key outputs for the contract as well the key target groups for increased usage of the leisure facilities. It does not prescribe how the contract is to be delivered, unlike some of the current contract specifications, which were drawn up prior to the general use of output-based specifications. Instead, how the contract is to be delivered will be established through the method statements that the bidders submit during the procurement process, which will become part of the contract with the preferred bidder. The specification also includes operational information detailing the requirements for service delivery • an individual cabinet member decision to agree the joint specification will also be taken by the South cabinet member.
6	Alternative Options Rejected	The specification is not approved and there is a delay in issuing the tender documents.
7	Resource Implications	<ul style="list-style-type: none"> • there are no direct resource implications arising from the specification • additional resources have been brought in to ensure the successful delivery of the 2014 joint leisure management contract.
8	Legal implications	<ul style="list-style-type: none"> • there are no direct legal implications arising from the specification • the tender process will be conducted in consultation with legal and democratic services, together with the councils' leisure consultant and legal advisor, and will be in compliance with the requirements of European procurement rules • the specification and contract will be written in consultation with legal and democratic services, together with the councils' leisure consultant and legal advisor.
9	Financial implications	<ul style="list-style-type: none"> • there are no direct financial implications arising from the specification, although indirectly the specification will affect the contractors' proposals for entering into the leisure management contract • during the evaluation process, the cost and financial implications will be thoroughly reviewed, including any VAT implications.
10	List of Consultees (See guidance below)	<ul style="list-style-type: none"> • Joint project board – 12 August 2013 • Joint scrutiny workshop – 23 July 2013 • Legal – Pat Connell – 3 September 2013 • Finance – Rhona Bellis – 4 September 2013 • HR – Ruth Fisher – 5 September 2013 • Sustainability – The council has taken account of its

		<p>corporate priority to reduce energy usage by including its requirements for utility monitoring and reporting, maximising energy conservation, and setting out targets in an energy and environmental plan within the contract specification - Heather Saunders – 4 September 2013</p> <ul style="list-style-type: none"> • Diversity and equality – The council has taken account of the public sector equality duties through the inclusion of equality requirements in the specification and throughout the procurement process. Cheryl Reeves – 3 September 2013 • Health and safety – Sarah Minns – 5 September 2013 • Communications – Andy Roberts - 5 September 2013
11	Reports and Background Papers Considered	None
12	Date of receipt of Reports	N/A
13	Declarations of Interests	None
14	Dispensations	None
15	Is this decision confidential and if so, under which Exempt category?	No
16	“Call in” Waived?	No
17	Signature and Date	<p>.....  Decision maker</p> <p>..... 6. IX. MMXIII Dated</p>
18	This form must be physically handed to a member of the Democratic Services Team	<p>Note: The date and time at which this form is received will be recorded by the Head of Democratic Services. The decision will then be published and is subject to “call in”.</p> <p>.....  Date 6-9-13 Time 10:30 Head of Democratic Services Date and Time Form Received PP</p>
19	Details of Publication on the Web and date of expiry of “Call In”	<p>Date of Expiry of “Call In” 13-9-13</p> <p>Date Published 6-9-13</p>

Note: This part of the
Form will be completed
by Democratic Services

Date ~~hand delivered~~ to Chair of Scrutiny... *6-9-13*
emailed