

Delegated authority officer decision notice

Decision made by	Andrew Busby – Head of Development and Corporate Landlord
Lead officer contact details	Ian Burtenshaw – Leisure Facilities Officer ian.burtenshaw@southandvale.gov.uk
Decision (Keep this succinct)	To award a JCT Contract for the: Refurbishment and alterations to the White Horse Leisure and Tennis Centre reception area, including the installation of new automated access controls, to Logic Contract Services who have been identified as the successful contractor as a result of a full and transparent procurement process, following consultation with the Cabinet Member for Community Wellbeing. This opportunity was broadcast on the South-East Business portal and the procurement process resulted in, 50 views by contractors, 30 nil responses, 14 opted out, and 6 companies submitted proposals.
Key decision? (see notes below)	Yes
If key decision, has call-in been waived by the Scrutiny Committee chair(s)?	No
Confidential decision, and if so under which exempt category?	No
Delegated authority reference from the constitution	In excess of £75,000 but not more than FTS Threshold is Head of Service decision in consultation with relevant Cabinet Member- page 241 of the Council's constitution dated 5 th April 2024
Risks	Risk to the council has been assessed and negated or reduced to an acceptable minimum level by officers.
Reasons for decision	<p>More than 940,000 customers per year use the White Horse Leisure and Tennis Centre (WHLTC) each year and the methods by which customers book and pay for services has changed significantly over recent years. More than 95 percent of site users now book and pay for services online reducing the need for customers to have direct support from reception. However, with the amount of service provisions available at the WHLTC, it will still require a small reception type facility such as concierge desk to cater for the diverse range of customers and those who want to pay in cash in person and on the day, and those people who need help and assistance with access or have special needs or requirements.</p> <p>The space that the existing reception desk takes up, is excessive to</p>

	<p>the site's requirements and the current reception service is now failing to meet the ever-changing needs of customers and making it much harder for the leisure contractor Greenwich Leisure Ltd (GLL) to ensure that all site users are paying for the services they are accessing.</p> <p>The main gym was extended in 2017, resulting in a significant increase in gym members by 22 percent, and some major changes in the way that many customers now use the centre. This sudden growth has highlighted the requirement of a fast-track entry system for the centre and the promotion of on-line booking services.</p> <p>As a result of the above, Officers have now market tested for this project and are working with GLL on the final layout and functionality of a newly refurbished reception area with an automated dynamic entry system. Including the replacement of the current reception desk and the installation of concierge desks, to vastly improve customer service and experience. There will also be new smart pads available in the reception area to assist customers to access service provisions and booking slots/services whilst on site.</p> <p>The lighting has now also been upgraded in the reception area using latest eco-friendly LED technology, in anticipation of the reception refurbishment, and to reduce energy and repair and maintenance costs.</p>
<p>Alternative options rejected</p>	<p>Leaving the reception area as it, and therefore leaving GLL to continue to struggle with an area that is no longer fit for purpose. By leaving the centre to operate in the existing method, it will not allow new technology to be utilised, leaving the leisure centre behind others that are already using new technology to streamline delivery of services.</p> <p>This project is also agreed within the leisure contract project programme. Delays with its delivery or non-completion could result in further contractual disputes.</p>
<p>Legal implications</p>	<ul style="list-style-type: none"> • The generation of a Schedule of Amendments. • The generation of a JCT Design and Build Contract <p>Under the scheme of delegations in the council's constitution the Head of Development and Corporate Landlord can:</p> <p>1.1, approve expenditure within approved capital and revenue budgets:</p> <p>Under the joint leisure management contract with GLL, the Council agreed a number of capital projects including the WHLTC gym extension and associated works in return the council receives an enhance management fee from GLL. The Council's contract with GLL also enables GLL to undertake capital works as agreed by the Council. However, on this occasion GLL have requested Officers</p>

	<p>help in the delivery of this requirement.</p> <p>These works will be subject to a JCT Design & Build Contract 2016.</p>			
Financial implications	<p>As part of its tender submission GLL proposed a number of projects which would provide an increased management fee for the council. One of these projects was the new gym extension and all associated works at WHLTC. The council agreed to provide the capital budget to achieve this project in return for an increased management fee.</p> <p>A budget of £1.71m was approved in 2014/15 for this project and following completion of the gym extension works in 2017.</p> <p>There is now £106,440.62 in the gym budget YC56, and £80,000 secured from the leisure teams own capital budget YC39 available to carry out the reception refurbishment works in full. Making a total of £186,440.62 available for the delivery of the project.</p> <p>Officers are confident after market testing, that they can deliver this project within budget.</p>			
Climate implications	<p>The refurbished reception area will utilise the latest, low emissions, energy efficient technology, reducing the number of computer systems in use, which either remain on or idle throughout the day.</p>			
Equalities implications	<p>This is the main point of access for the leisure centre and is used by everyone – there should be no equality implications.</p> <p>The project will also open up a wider area of access with the reception desk removal allowing a greater flow of customer movement in this area.</p>			
Other implications	<p>The reception refurbishment forms part of the agreed leisure management contract with GLL, and by delivering these works now it will help to keep the good relationship we have with their management levels, particularly in Vale.</p>			
Background papers considered	<p>Cabinet agreed to award the leisure management contract to GLL at its meeting 8 May 2014.</p> <p>This reception refurbishment forms part of works agreed and relating to that leisure management contract.</p>			
Declarations/ conflict of interest?	<p>All 3 officers involved in the evaluation process signed 'conflict of interest' papers, pre-evaluations taking place.</p>			
Consultees		Name	Outcome	Date
	Legal legal@southandvale.gov.uk	Pat Connell	Agreed as amended	15.5.2024
	Finance Finance@southandvale.gov.uk	Emma Creed	Budget checked and agreed by finance.	08.05.24
	Risk and	Yvonne	Agreed	14/05/24

	insurance.risk@southandvale.gov.uk	Cutler-Greaves		
	Comms Charlotte.westgate@southandvale.gov.uk	Charlotte Westgate	Please keep in touch about timings so we can work on appropriate Comms to support this project and before and after pics would be great!	29/04/24
	Cabinet Member andy.crawford@whitehorsedc.gov.uk	Cllr Andy Crawford Cabinet Member for finance and property	Agreed	18/05/24
Decision maker's signature To confirm the decision as set out in this notice.	<p style="text-align: center;">  Signature: _____ Date: 20.05.2024 </p>			

For Democratic Services Officer Use Only		
Form received	Date: 20 May 2024	Time: 7.49am
Date published to all members	Date: 20 May 2024	
Cal-in deadline	Date: 28 May 2024	Time: 5pm