

Item no.	Classification: Open	Date: March 2015	Meeting name: strategic director of environment and leisure
Report title:		Gateway 2 - Contract award approval Leisure management contractor for The Castle	
Ward(s) or groups affected:		Cathedral, East Walworth, Newington, Chaucer	
From:		Sport & leisure services manager	

RECOMMENDATION(S)

1. That the strategic director for environment and leisure approves the appointment of Fusion Lifestyle Ltd. (Fusion), for the management of The Castle for a period of eleven and a half months commencing on 1 July 2015 and ending on 20 June 2016. The award of this contract will be effected by way of a deed of variation to the current leisure management agreement.

BACKGROUND INFORMATION

2. Over the last few years the council has invested nearly £50m of capital funding in improving facilities for sport and physical activity. This has included improvements to Dulwich and Camberwell leisure centres, Surrey Docks Watersports Centre and works at both Peckham Pulse and Seven Islands Leisure Centre. A specific Olympic legacy fund was created to improve facilities for local people across the borough including in Burgess Park.
3. In addition to this, the council's capital programme includes an allocation of £7.5m for further improvements at Seven Islands Leisure Centre, Peckham Pulse and to bring Southwark Park Athletics Track back into use as well as £20m for a new leisure centre as part of the regeneration in the Elephant and Castle and plans for a new centre at Canada Water.
4. The funding for this unprecedented investment has come from a variety of sources including section 106 monies and monies secured by officers from a range of external sources in the form of grants.
5. In 2010 work began on replacing the Elephant and Castle Leisure Centre with a brand new facility to be called "The Castle". The build project is nearing completion and the centre is due to open to the public later in summer 2015.
6. The Castle is a key development at the heart of the Elephant and Castle regeneration area and will be one of the programme's first community facilities to be opened to the public.
7. The centre will have the following facilities;
 - 25m community pool
 - Learner pool with movable floor
 - 4 court sports hall
 - 140 station gym
 - 3 studios

- Cafe
 - Crèche
8. Until the centre closed in 2010 it was managed by the council's existing leisure contractor, Fusion. Fusion continues to manage the remaining facilities in the wider leisure management contract which ends in June 2016. These include;
- Surrey Docks Watersports Centre
 - Camberwell Leisure Centre
 - Dulwich Leisure Centre
 - Peckham Pulse Healthy Living Centre
 - Seven Islands Leisure Centre
 - Southwark Park Sports Ground
9. This report relates to the provision of leisure services at the Castle to June 2016. The procurement of wider contract (including the Castle) after this date is being dealt with separately.
10. Fusion are currently meeting the standards required under the current agreement. Visits to centres have continued to rise since the beginning of the contract from just over 900,000 in 2009/10 to 1.3 million in 2013/14. This reflects the investment in facilities and the service delivered. Residents satisfaction with leisure centres has also increased from 67 per cent in 2008 to 83 per cent this year for the same reasons.
11. The services required in this contract are the day to day operations and management of the centre as well as developing the service to increase regular participation in physical activity by all residents;
- Health and safety – ensuring that the centre is safe for use by customers and staff and meets all current legislation
 - Health agenda – Developing services that contribute to improving the health of residents.
 - Maintenance – Full repairs and maintenance lease (as opposed to the wider contract where the council pays for any repairs and lifecycle works over £3k).
 - Marketing – promoting the centre to maximise usage by all groups within the community and raising the profile of the centre.
 - Technology – improvement in relation to Wi-Fi access, online bookings and an excellent website.
 - Innovation and activity programming – ensuring that the very latest activities and equipment are on offer to customers at the times when they want to take part.
 - Customer care – ensuring an excellent service is delivered at The Castle.
 - Client care – creating an excellent relationship with the council and ensuring that every aspect of the performance of the centre is reported back to the council as required.
12. As part of the procurement process officers carried out a procurement options review and soft market testing to help;
- evaluate what procurement options were available to the council for the contract

- review the financial implications for each of the procurement options
- establish what level of interest was there within the leisure market for the contract.

13. The soft market testing demonstrated that there was little interest in a short term contract given the level of risk and difficulty in securing a satisfactory return. The majority of the organisations expressed great interest in the wider contract whilst a number of the bidders mentioned that in the current circumstances, it would be advisable to award Fusion the initial contract and then tender the whole-portfolio contract on expiry.

14. The options that were considered were;

- **Single supplier** - Single supplier negotiate with Fusion to operate The Castle contract and tender a new management contract for all facilities to run from June 2016
- **Bring back in house** - Bring the management of the Castle back in house whilst consideration of what happens in the wider contract takes place.
- **Procurement of short term contract** - Go out to tender for the management of the Castle for a short contract until the wider contract expires and then retender as part of the wider contract from June 2016.
- **Procurement of longer term contract for the Castle** – Go out to tender for the management of The Castle for a three year contract with an option to extend for a further three years (minimum time required for operator and authority to optimise investment and opportunity).
- **Whole contract retender for 2015** – Terminate the existing wider leisure contract early in 2015 and retender the entire contract to include The Castle.

15. The outcome of the procurement review was to progress a single supplier negotiation with Fusion as this approach will;

- Be delivered by agreement to vary the existing contract within the difficult time constraints.
- Release scarce resources to be focused on the procurement of the wider contract for 2016.
- Ensure service continuity
- Ensure the management arrangement for The Castle co-terminates with the wider contract so that future management arrangements for the centres can be dealt with together and including all leisure centres.

Procurement project plan (Key decisions)

Activity	Completed by/Complete by:
Approval of Gateway 1: Procurement Strategy Report	06/11/2014
Completion of tender documentation	06/11/2014
Issue contract documentation to Fusion	07/11/2014
Pre submission clarification meetings	17/11/2014 to the 12/12/2014
Submission of final bid and documents	16/12/2014
Completion of evaluation	03/03/2015
DCRB Review Gateway 2: Contract award report	26/03/2015
Approval of Gateway 2: Contract Award Report	02/04/2015
Contract award	02/04/2015
Add to Contract Register	April 2015
Contract award	April 2015
Mobilisation	April 2015
Services start	July 2015
Contract completion date	20/06/2016

KEY ISSUES FOR CONSIDERATION

Description of procurement outcomes

16. This procurement will result in the appointment of a contractor to manage the council's new flagship leisure centre, The Castle. Fusion will be responsible for the mobilisation of the centre including ordering all the equipment which the council will then pay for, setting up of procedures and operating systems. They will then be responsible for the day to day management and development of the centre and reporting to the council.

Key/Non Key decisions

17. This report deals with a key decision.

Policy implications

18. The Castle will enable the Council to deliver the aims and objectives of the council's Physical Activity and Sport Strategy 2014-17 in relation to providing new and enhanced facilities that maximise and increase participation in physical activity.

19. Southwark's emerging Health and Wellbeing Strategy has identified the

following priorities;

- Giving every child and person the best start in life.
- Building healthier and more resilient communities and tackling the root causes of ill health.
- Improving the experience and outcomes of care for our most vulnerable residents and enabling them to live more active and independent lives.

20. The management of The Castle will have cross cutting benefits in the prevention and management of ill health and social cohesiveness. It is one of the centres that will, when opened, be delivering the council's Fairer Future promise of access to free swim and free gym facilities.

Procurement and negotiation process

21. This report seeks approval to bring The Castle back into the existing contract via a deed of variation. New documents to reflect the service the council wants delivered at The Castle have been drafted, based on the existing contract documents and were used as part of the negotiation with Fusion. Wholesale renewal of the contract documentation was not feasible. However, variations that specifically relate to The Castle have been included in the documentation and form part of the service requirements.

22. The negotiation process was completed with assistance from the council's legal, technical and leisure advisers who have substantial experience and expertise in this field. This was done in consultation with the council's legal and finance team.

23. The agreement was evaluated on the following factors (but not limited to);

- Operational practices, proposals and effectiveness
- Acceptability and deliverability of income and expenditure projections
- Usage projections
- Management and staffing structure
- Ability to accept risk transfer (e.g. extent of repairing liability, income projections, utilities costs)

24. As a single supplier negotiation, the route to contract signing that has been followed has been;

- Issue draft contract documents to Fusion.
- Contract terms and conditions clarification sessions to iron out any issues.
- Fusion submitted final contract price and copies of method statements and outlined how the service will be delivered as agreed in the clarification sessions.

25. Fusion were issued with the following in order to prepare for the discussion meetings and to finalise the terms and conditions of the contract;

- The council's vision for the centre and background
- Procurement process (single supplier negotiation) and the council's procurement policy (stating unequivocally why this process is valid)

- Timetable
- Expectations of the council in terms of management fee
- Draft contract documents including the deed of variation, specification and payment mechanism.
- Assumptions regarding asset maintenance responsibilities and details of the builder's warranty
- Submission requirements

26. Once all of the clarification sessions had taken place Fusion submitted the agreed method statements covering the following areas;

- Mobilisation
- Staffing
- Marketing and pricing
- Programming and participation
- Customer care
- Health and safety
- Information technology
- Café and vending

Procurement evaluation

27. Whilst this was a single supplier negotiation, it was important for the council to receive a full tender from Fusion and evaluate their responses to ensure the council was confident that the Castle should be returned to the existing leisure contract. Each of the method statements was reviewed by the project evaluation team and given a score of between one and ten. The table below sets out the scoring method and the evaluation outcome.

Evaluation scoring

Score	Performance	Outcome
9 - 10	Exceeds the requirements	Excellent
7 – 8	Meet the requirements very well or exactly	Good
5 – 6	Meets the requirements in most aspects, fails in some	Satisfactory
3 – 4	Fails requirements in most aspects, meets in some	Unsatisfactory
1 – 2	Significantly fails to meet the requirements	Poor
0	Completely fails to meet requirements	Not to be considered

Evaluation outcome

Method Statement Questions	Score	Outcome
Mobilisation	7	Good
Staffing	6	Satisfactory
Marketing and pricing	6	Satisfactory
Programming and participation	6	Satisfactory
Customer care	7	Good
Health & safety	8	Good
Information technology	8	Good
Café & vending	7	Good

28. Fusion's submitted method statements meet the required standards and level of detail. The project team is confident that they will mobilise the centre in time for opening and operate it effectively in its first year. Lengthy discussion and challenges over the contract price have also taken place and resulted in a satisfactory outcome.

Mobilisation of the new centre

29. Fusion has considerable recent and on going experience of mobilisation processes for new facility launches including in a number of other London boroughs.

30. Fusion recognise that the delivery of a concerted and comprehensive marketing plan in the lead-up to the opening of a new leisure facility plays a vital role in the early success of that facility. They have created a detailed pre and post-opening marketing plan for the launch of the new centre.

31. In the lead up to the launch of The Castle, Fusion will be working with the council to ensure that the fit-out and equipping of the centre is undertaken efficiently and effectively. They have prepared a detailed and costed furniture, fitting and equipment (FF&E) schedule which provides estimates of the FF&E that will be required to adequately fit-out the centre in order to enable the provision of the facilities, services and programmes.

32. It is vital to ensure that all staff receive appropriate training in appropriate timescales to best equip them to supervise the successful launch of the new centre. Fusion will be delivering training to centre staff during the mobilisation phase and it will incorporate the following elements;

- Fusion corporate induction
- Southwark Council induction
- role specific requirements
- mandatory qualifications
- health and safety obligations
- customer service
- IT systems and applications
- relevant elements of Fusion's Integrated Management System
- practical hands-on experience within a Southwark leisure centre

33. Fusion have a detailed mobilisation plan for the centre which identifies key work strands leading up to opening including the following;

- project meetings: to monitor progress against the project plan
- human resources: recruitment team, staff training and administration of all staff records
- marketing and communication: marketing message to market pre and post open, core literature required, branding, staff promotional briefing
- sales and CRM: setting the promotional offer, staff training, logistics of sales suite, timelines for key communications and pricing strategy
- operations: customer induction programme, equipment fit out and practical completion, integration of the internal management systems (IMS) and processes; organise supplies required;

- health and safety: complete all H&S legal requirements, set up policies and procedures, H&S training for staff
- quality management: adhere and set up all systems in line with the IMS process, set the standards required;
- ICT: organise licenses, set up hard and software, telephone installation, set up network
- sport and community development: meet with key stakeholders and community groups, set up exercise referral programme
- finance and administration: organise the budget pre and post open, set up the financial systems required, organise suppliers

34. The mobilisation timeframe covers a period of four months leading up to the opening of the centre. The first three months is offsite presales, operations preparation and staff recruitment. The final month after practical completion is when Fusion will mobilise the centre ready for customers. This is set out in more detail in the table below.

Mobilisation timeframes

Action/activity	Timeframe countdown
Recruitment begins (General Manager)	Month 4
Equipment order begins	Month 4
Pre sale period (based at Newington temporary library)	Month 3
Launch marketing begins	Month 3
Appointment of centre management team	Month 2
Handover of the building	Month 1
Site specific health and safety	Month 1
Centre equipment fit out (IT, gym, studios)	Month 1
Staff centre specific training	Month 1
Operational trial run	Week 2
Pre open deep clean	Week 1
Centre launch event	Week 1
Centre Open	

Plans for monitoring and management of the contract

35. The client role, including the management and administration of the contract, will be managed by the sports and leisure services manager who will ensure that the contractor complies with the terms and conditions of the contract, contractor method statements and all related documents including the services specification. This will be achieved through regular meetings after which reports will be made back to the client.

Monitoring by council officers

36. Council officers monitor the current wider contract by undertaking bimonthly inspection visits to sites paying particular attention to cleaning and maintenance standards and delivery of customer care against an agreed set of criteria. Regular contract meetings take place and a series of reports are supplied throughout the year. Given that The Castle will be a brand new centre

and an extremely high profile facility, monitoring inspections for The Castle will be every two weeks for the first six months and then monthly for the remainder of the contract (until June 2016).

Fusion self monitoring

37. The contract requires the provider to carry out self monitoring in relation to the standards set out in the services specification and the terms and conditions of the contract. Processes are in place to encourage the contractor to be open and honest regarding their performance and deductions to discourage them. Fraudulent or erroneous reporting carries its own penalties which involve automatic default with no rectification period and the ability of the council to further inspect the contractor's records.

Monitoring of defects

38. The contract will require Fusion to adhere to a defect management process ensuring that they work with the authority and the building contractor to address any snagging issues or defects swiftly and with minimal disruption to customers.

Council's FM monitoring contractor

39. The council's approved leisure facility maintenance contractor, White Young Green (WYG) will monitor the delivery of Fusion's facilities management services and monitor their FM records. This covers the following;
- Ensure The Castle is maintained to such levels of condition and to such specifications as are consistent with principles of good estate management.
 - The Castle is maintained in a manner, which prevents deterioration save for fair wear and tear of any part thereof
 - Ensure that the maintenance carried out at The Castle complies with all applicable statutory requirements and laws
 - Monitor and report on the planned maintenance element performed by the contractor.
 - Assess requirements for repair works based on both survey reports and issues arising from both planned and reactive maintenance at The Castle and provide recommendations to the council
 - Undertake best value reviews on the contractor's procured works for The Castle and review the asset registers maintained by the contractor.
 - Review permit to work systems.
 - Interface with the council's leisure department representatives on monthly basis, interfacing with the monitoring systems currently in place for the hard FM services and checking records on site for both the hard and soft FM services.

Key Performance indicators

40. As part of the current reporting process a number of monthly and annual Key Performance Indicators (KPI's) are included in the contract and have been tied into the payment mechanism where non compliance will mean that the contractor will incur financial deduction to the management fee, the KPI's

focus around;

- Health and safety management
- Disability awareness
- Licenses, legislation and policies
- Staffing
- Meeting reporting deadlines both monthly and annually
- Opening hours
- Ensuring controlled, quick and effective response to reactive maintenance
- Delivery of appropriate management of planned and preventative maintenance
- Professionalism in dealing with customer enquiries e.g. telephone calls, complaints and feedback from customer focus groups
- Maintaining good standards of cleanliness throughout the centres.
- Provision of the children's drop off area

Client structure

41. The contract for The Castle will be managed within the council's sport and leisure services business unit. Once the contract is operational, the client team will provide strategic and policy advice to the council in relation to matters affected by the contract.
42. The team consists of four council officers (already budgeted) who will manage the performance and ensure the maximised delivery of the varied contract. They will put into practice the systems to develop, monitor, manage and evaluate performance, in line with the overall purpose of being a 'best practice' client. The team will also be responsible for ensuring that statistical returns to other council departments and external bodies and partners are completed.

Identified risks for the new contract

RISK	RISK LEVEL	MITIGATION ACTION
1. Practical completion of the centre is late	H	Flexible launch and communications plan in place to accommodate changes to the timetable.
2. Equipment failure causes partial closure of the centre	M	Robust defect management plan to be operational. Regular meetings with the contractor to progress issues.
3. Poor management of snagging process	M	Supervision of contractor by council on the register of snagging, robust management of contractor during snagging process, clear instruction to contractor regarding snagging process

Community impact statement

43. The previous centre received approximately 250,000 visitors each year, less than a centre of that size should achieve. This was due to it having reached the end of its serviceable life and not meeting the current needs of the community. It is estimated that The Castle will receive in excess of 400,000 visits per year emphasising the importance of selecting the right contractor to ensure the Council's aspirations are met and exceeded. Fusion has a proven track record of increasing visits to centres across the borough.

44. The average life expectancy for Southwark is lower than the national average and can vary by up to as much 9.6 years for men and 6.9 years for women between different parts of the borough. Some of the most deprived neighbourhoods in the borough fall into the catchment of the new centre. Participation levels in physical activity in these areas are some of the lowest in the borough. The agreement with Fusion outlines the requirement to maximise participation in physical activity across the whole community, working towards improving health and wellbeing in these areas.
45. The centre will be a focal point for the local community and Fusion will be required to participate in local business and community forums to promote positive partnership working with all aspects of local community life. Fusion will be required to promote, consult and communicate regularly with all customers and potential customers.
46. The council's contract requirements ensure that everyone from the local community is given every opportunity possible to use the centre, participate in physical activity and lead a healthier lifestyle. The pricing structure, outreach work and programming will ensure that traditionally hard to reach groups such as people with disabilities, low income earners, older adults, young people and BME groups will be encouraged to use the centre.
47. The Castle will be fully accessible and this will be supported by a fully inclusive programme of activities that will ensure it becomes a centre of excellence in relation to disability access and also meet all the targets in the Inclusive and Active programme. The centre has been selected to deliver part of the pilot scheme for the Free Swim and Gym programme aimed at residents with a disability. Once the centre opens, they will be able to access the pool and gym for free all day Friday and afternoon on Saturday and Sunday from 2pm until close. The learning from the pilot will help inform the development of the general offer.
48. Fusion has a proven track record in relation to both meeting the requirements of the Council and providing services to the community. Performance information in relation to equalities shows that Fusion's current provision attracts a diverse cross section of the community and that usage is monitored and targeted. A review of Fusion's current equalities and diversity policy shows that it is in line with both the Public Sector Equality Duty and the aims and objectives of the council in relation to equalities, community access, harassment and discrimination, both for its staff and customers. Based on this, no protected characteristics would be adversely affected by this procurement. The procurement route for a single supplier negotiation has no detrimental impact in relation to either the community or any protected equalities group, and in all likelihood will make a positive contribution to the community.

Economic considerations

49. The Castle forms part of the much wider regeneration of the Elephant and Castle area and will be an important community hub.
50. Based on staffing at other Fusion run facilities it is anticipated that the centre will employ the equivalent of 60 full time staff and at least a third of the staff employed at the centre will be from the local area.

Social considerations

51. Pursuant to section 149 of the Equality Act 2010 the council has a duty to have due regard in its decision making processes to the need to;
- Eliminate discrimination, harassment, victimisation or other prohibited conduct;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not
 - Foster good relations between those who share a relevant characteristic and those that do not share it.
52. The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. The Public Sector Equalities Duty also applies to marriage and civil partnership, but only in relation to the first bullet point above.
53. The council will ensure that Fusion also comply with the act by ensuring that they deliver services that reduce the barriers to participation in physical activity for everyone in the community. The council has reviewed Fusion's current equality and diversity policy as detailed in paragraph 48.
54. London Living Wage is included in this contract.
55. Fusion will be offering two supernumerary apprenticeships based at The Castle to residents of Southwark as part of the varied agreement.

Environmental considerations

56. In accordance with the council's Corporate Plan, Fusion will work to maximise recycling and the reduction of carbon emissions at The Castle. Being a new centre, their main role will be to record the baseline utility data to enable future targets for carbon emission reduction to be set for the second year of operation. They will work with the council to ensure the centre is operating in accordance with manufacturer standards and that the sustainability elements that have been included within the design of the building are operating efficiently.
57. Fusion have delivered their annual carbon emission reduction targets since the contract was varied in 2009. The Castle has been designed in accordance with a 'very good' BREEAM standard and Fusion will develop policies to manage the building sustainably and encourage and educate staff and customers to travel to the centre using public transport or carbon free modes of transport.

Market considerations

58. Fusion is a not for profit organisation that operates on a national scale. They employ approximately 3,880 staff (as of Dec 2014).

Staffing implications

59. Monitoring of the contract will not have a negative impact on council staff resources. It will be monitored using existing council staff within existing budgets.

Financial implications

60. The previous management fee for the centre for the period 2015/16 was in line with the contract price agreed under the wider contract. This was reflective of the age, condition and low usage of the centre at the time.
61. The cost of the variation will be paid for from the council's reserves. This is more expensive than would normally be agreed for a brand new centre of this type however the length of the contract variation limits Fusion's ability to recoup a satisfactory return on any necessary investment to launch a new centre. In addition to this, it takes at least a year for a new facility to mature in terms of income generation. It is anticipated that the re-procurement of the wider contract will rectify this from June 2016 onwards by achieving a competitive market price for the whole facility portfolio.

Legal implications

62. Please see concurrent from the director of legal services.

Consultation

63. Consultation has taken place with key stakeholders including other council departments and the outcome of that consultation has been taken into account in making the recommendation.
64. The lead member has been briefed on a regular basis.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Head of Procurement

65. This report seeks approval to award a contract for the management of The Castle leisure centre from 1 July 2015 to 20 June 2016.
66. The report sets out the background to the new facility and details the procurement options considered for the contract to manage it noting that a soft market testing exercise demonstrated that there was little interest in an interim contract leading to a recommendation to award Fusion the short-term contract before tendering the wider contract.
67. The report describes the process that has been undertaken to seek proposals from Fusion and the factors by which these were subsequently evaluated. Paragraph 28 confirms that Fusion's method statements meet the required at a satisfactory price.
68. The report sets out the performance management arrangements that will be established for the contract including the monitoring of monthly and annual Key Performance Indicators which are tied into the payment mechanism which could lead to financial deductions for non compliance.
69. The report identifies a number of risks associated with this procurement strategy and controls to mitigate those risks.

Director of Legal Services

70. This report seeks the approval of the strategic director of environment and leisure to the appointment of Fusion to manage the Castle from 1 July 2015 to 20 June 2016. As the decision does not fall within any of the categories in contract standing order 4.5.2(a)-(j) this award may be approved by the relevant chief officer.
71. As noted in paragraph 5, the Castle will replace the original Elephant and Castle leisure centre which was part of the leisure contract managed by Fusion. This was removed from the contract by a partial termination to allow the redevelopment to take place. The contract does not require the council to return the new facility to the leisure management contract, but if the council wishes to do so there are change mechanisms to allow this. Once agreed, the award of management of the Castle to Fusion will be undertaken by way of a deed of variation to the existing contract.
72. As this award is being approved after 26 February 2015, the procurement is subject to the new Public Contract Regulations 2015. Leisure services fall within the 'light touch' regime, and as the award of these services falls below the light touch threshold, there are no requirements on the council to undertake an EU compliant procurement process. The council is therefore able to award the management of the Castle to Fusion without a process of tendering. As noted in paragraph 27, Fusion submitted a tender response to the council which was evaluated and met the council's requirements.
73. Contract standing order 2.3 requires that no steps should be taken to award a contract unless the expenditure involved has been approved. Paragraphs 60-61 confirm the financial implications of this award.

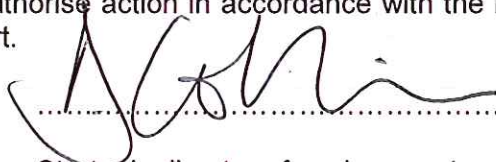
Strategic Director of Finance and Corporate Services (E&L/14/008)

74. The strategic director of finance and corporate services notes the recommendation in this report for the appointment of the leisure management contractor, Fusion, for the management of The Castle for a period of eleven and a half months commencing on 1 July 2015 and ending on 20 June 2016. The award of this contract will be affected by way of a deed of variation to the current leisure management agreement.
75. The costs fall into the financial years 2015/16 and 2016/17. The financial implications consider the relative costs of the extension and how these will be funded.

FOR DELEGATED APPROVAL

Under the powers delegated to me in accordance with the Council's Contract Standing Orders, I authorise action in accordance with the recommendation(s) contained in the above report.

Signature



Date 22/4/2015

Designation Strategic director of environment and leisure

BACKGROUND DOCUMENTS

Background documents	Held At	Contact
Gateway 1 - Procurement Strategy Approval To enter into single supplier negotiations with Fusion Lifestyle Limited (Fusion) for the management of The Castle leisure centre Link: (Insert hyperlink here)	Sports and leisure services	Tara Quinn Ex 50875

APPENDICES

No	Title
Appendix 1	Insert title of document
Appendix 2	Insert title of document

AUDIT TRAIL

Lead Officer	Only nominated Lead Officers who have been specifically authorised by the chief officer are able to sign off reports as complete and ready for circulation	
Report Author	Tara Quinn, Sports and leisure services manager	
Version	Draft	
Dated	30 March 2015	
Key Decision?	Yes	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments included
Head of Procurement	Yes	Yes
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
Cabinet Member	No	No
Contract Review Boards		
Departmental Contract Review Board	Yes	Yes
Corporate Contract Review Board	No	No
Cabinet	No	No
Date final report sent to Constitutional/Community Council/Scrutiny Team	N/A	

