



JOINT SCRUTINY TASK & FINISH GROUP Project Scoping Template

Scrutiny Topic (Name of review)	To review the scope and proposed arrangements for a Sub-Regional Leisure Facilities Operator Contract.
Rationale (Purpose and objectives of the scrutiny review)	<p>The SELCP Annual Delivery Plan 2023/24 identified 'Health & Leisure offer across the sub-region' as one of the top ten strategic programme opportunities, with an action to review leisure across the partnership.</p> <p>The Partnership Stakeholder Board has subsequently given its support for officers to prepare and publish a sub-regional tender opportunity for the BBC, ELDC & SHDC leisure venues.</p> <p>BBC and SHDC have a need to address operator arrangements from March/April 2026 with the ending of current contract/s , with the tender process needing to be undertaken in good time.</p> <p>The purpose of this scrutiny will be to review and comment on the scope for an aligned sub-regional Leisure Facilities offer, by way of providing pre-scrutiny of any proposal for an aligned Leisure Operator for the Partnership.</p>
Key Lines of Enquiry: (Focus of the review)	<ol style="list-style-type: none"> 1. Understanding of the proposed timeline for Council approval and subsequent procurement process; 2. Review of the 'scope' of the Leisure Facilities offer for the Sub-Region; 3. Consideration of relevant documents prior to reports being taken through each Council's relevant sovereign committee process;
Indicators of success (desired outcomes, what should change as a result)	<ul style="list-style-type: none"> ➤ Ensure Members are fully informed about the process and timeline for procuring an aligned leisure operator; ➤ Ensure scrutiny of the proposed joint Leisure Facilities offer takes place prior to any decisions

	being considered by each sovereign Council.
Approach/methodology	<p><i>Suggested Internal witnesses:</i> Portfolio Holders (SHDC – Cllr Gary Taylor, BBC – Cllr Sarah Sharpe, ELDC – Cllr Graham Marsh), Mark Humphreys, Phil Perry, John Leach,</p> <p><i>Suggested external witnesses:</i> Martin Gibbs (PSPS Procurement)</p> <p><i>Resources:</i> briefing notes to members, details of current leisure offer at each Council; details of the proposed aligned Leisure offer for the partnership</p>
Liaison Officer	Phil Perry (Assistant Director, Leisure & Culture)
Timescales	<p>Start date: July 2024 N.B. This pre-scrutiny review MUST take place during July to meet the timescales of the subsequent piece of work. It will consist of 1 or 2 meetings only.</p> <p>End Date: July 2024</p> <p>Target Overview meeting: 03/09/24</p> <p>Target PDP meeting: 24/09/24</p> <p>Target E&P meeting: 05/09/24</p>