



## JOINT SCRUTINY TASK & FINISH GROUP Project Scoping Template

<b>Scrutiny Topic</b> (Name of review)	To review the scope and proposed arrangements for a Sub-Regional Leisure Facilities Operator Contract.
<b>Rationale</b> (Purpose and objectives of the scrutiny review)	<p>The SELCP Annual Delivery Plan 2023/24 identified 'Health &amp; 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 &amp; 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>
<b>Key Lines of Enquiry:</b> (Focus of the review)	<ol style="list-style-type: none"> <li>1. Understanding of the proposed timeline for Council approval and subsequent procurement process;</li> <li>2. Review of the 'scope' of the Leisure Facilities offer for the Sub-Region;</li> <li>3. Consideration of relevant documents prior to reports being taken through each Council's relevant sovereign committee process;</li> </ol>
<b>Indicators of success</b> (desired outcomes, what should change as a result)	<ul style="list-style-type: none"> <li>➤ Ensure Members are fully informed about the process and timeline for procuring an aligned leisure operator;</li> <li>➤ Ensure scrutiny of the proposed joint Leisure Facilities offer takes place prior to any decisions</li> </ul>

	being considered by each sovereign Council.
<b>Approach/methodology</b>	<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>
<b>Liaison Officer</b>	Phil Perry (Assistant Director, Leisure & Culture)
<b>Timescales</b>	<p>Start date: July 2024 <b>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.</b></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&amp;P meeting: 05/09/24</p>