

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4747
Author:	Thomas Nelson
Department:	Resident Services
Contact:	Thomas Nelson (Job Title: General Manger, Email: thomas.nelson@nottinghamcity.gov.uk, Phone: 07860179072)
Subject:	Supply and Maintenance of Leisure Centre Lockers and Cubicles
Total Value:	Up to £300,000 over the total length of the contract, including the potential extensions (Type: Revenue)
Decision Being Taken:	To commence a procurement process for a 3 year contract, plus the option of 2 further years, to provide the supply, installation and maintenance of leisure facility based lockers and cubicles across the authority's leisure facilities at a total value of up to £300,000. To delegate authority to the Head of Sport, Community and Leisure Centres to award the outcome and sign the contract with the chosen provider.
Reasons for the Decision(s)	Adequately equipped lockers and cubicles are essential to ensure residents/customers/members are able to safely change and secure their belongings at leisure centres when taking part in a range of activities including swim, gym and fitness classes at the leisure centres. If there is not adequate cubicles and lockers it would have a considerable impact on customers/residents/members experience and could result in increased theft, complaints and membership cancellations, which in turn will have a negative impact on income.
Other Options Considered:	The Council has previously used a number of suppliers over the last few years to carry out ad-hoc repairs and maintenance across the 6 leisure centres but this can result in delays and increased costs. Therefore this option was rejected.
Background Papers:	None

Published Works:	None
Affected Wards:	Berridge, Bestwood, Bilborough, Bulwell, Clifton East, Clifton West, St Ann's
Colleague / Councillor Interests:	None
Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	It is not envisaged that this decision will have an impact or effect on crime and disorder. However by not having safe and secure lockers for the users of the leisure centres it may result in an increase in theft of belongings when taking part in an activity.
Equality:	EIA not required. Reasons: The decision does not represent proposals for a new or changing policy, service or function.
Any implications affecting IT:	Yes
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	19/10/2022
Advice Sought:	Legal, Finance, Procurement, IT
Legal Advice:	Given the total estimated value of the contract over its whole life (including possible extensions), at least 3 tenders in writing must be obtained to comply with the Council's Contract Procedure Rules. Terms and conditions of contract will be required for the provision of the services (and any goods). Advice provided by Sarah O'Bradaigh (senior solicitor) on 16/08/2022.

Finance Advice:

This decision seeks approval to incur expenditure of up to £0.300m for the supply and maintenance of leisure centre lockers and cubicles, which are essential equipment in the Council's leisure centres. The expenditure will take place following a compliant procurement process to ensure value for money. The expenditure is affordable as it will be resourced from approved budgets in the Medium Term Financial Plan.

The Sports & Leisure service area has a budgeted income target of £4.892m for 2022/23, increasing to £5.719m in 2023/24 for customer fees and charges. This expenditure will support the delivery of this income target.

Advice provided by Maria Balchin (Finance Analyst) on 22/09/2022.

IT Advice:

The IT Service support the proposals made in this delegated decision. It is understood that support may be required from the IT Service in updating records when new facilities are installed as a part of the set-up process. The IT Service will provide such support as requested on its usual project basis.

Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 11/08/2022.

Procurement Advice:

Procurement will assist in finding the most commercially viable solution for the council. Advice provided by Holly Fisher (Lead Procurement Officer (Products)) on 09/08/2022.

Signatures

Pavlos Kotsonis (Portfolio Holder for Leisure, Culture and Planning)

SIGNED and Dated: 11/10/2022

Frank Jordan (Corporate Director, Resident Services)

SIGNED and Dated: 10/10/2022