

Rossendale Borough Council
2009 Leisure Review – Options Appraisal

ITT SCHEDULE 1

SPECIFICATION

Introduction and purpose

Rossendale Borough Council is inviting tenders from experienced consultants to assist in the completion of a review of leisure and cultural provision in the Borough.

The Council is seeking to adopt a strategic approach to the management and development of services and facilities to ensure the best use of resources and further development of its service delivery.

As part of the actions being implemented to complete the review consultants are required to complete an options appraisal for the management of our leisure facilities to establish an option for the delivery of leisure and cultural services.

The final report will be used to assist elected members and officers in making decisions about how to take leisure forward in the borough immediately, and inform strategy development for the next 5-10 years.

Background

Rossendale Borough Council's leisure and cultural provision is delivered through contracts with two local organisations. Rossendale Leisure Trust (RLT) and Community Leisure Association Whitworth (CLAW)

In 2004 Rossendale Borough Council established a leisure trust as an Industrial and Provident society to manage five of the leisure facilities in the Borough Council's ownership at that time:

Haslingden Sports Centre
Haslingden Pool
Marl Pitts Pool
Bacup Leisure Hall
Ski Rossendale

In addition the Trust also manages the delivery of all arts and sports development within the Borough on behalf of the Council. This includes the delivery of outdoor events and festivals and support of voluntary and community sector clubs and groups. The Trust also has partnerships across the health and education sectors delivering a GP referrals scheme and sports provision at local schools facilities.

The Trust was given a 25 year lease on the five facilities with a commitment to three year funding agreements with a view to the financial call upon the local tax payer being reduced over time.

The arrangement with the Trust is outlined in a partnership document which sets out the expectations of the Trust and this is supplemented with the Trusts own business plan which is a three year rolling document updated annually and approved by the Council.

The Trust has an Independent Board of Directors which is responsible for the management of the Trust's business. The Council appoints two members to the board.

Community Leisure Association Whitworth was established in 2002 following the closure of Whitworth Swimming Pool. CLAW is responsible for the management of:
Whitworth Leisure Centre
Riverside Civic Centre

There are also a number of School sports facilities and outdoor sports facilities that are open to community use and membership across the Borough.

In 2006 the Council appointed consultants to conduct a review of Leisure across the Borough including an assessment of the Leisure Trust. The 2006 Evaluation of Leisure in Rossendale concluded that Rossendale Leisure Trust continued to be an appropriate partner for the Council but that the next few years would be critical for the consolidation and long term sustainability of the organisation. The report and white paper can be made available for any consultant tendering for this work.

Following a request in October by Rossendale Leisure Trust to increase their grant funding by 40%, it has become necessary to look again in detail at our options for the delivery of Leisure across the borough to manage the worsening financial situation. As a result we are undertaking another review of our Leisure Services.

The Council has decided to undertake the following tasks as part of the 2009 Leisure Review:

- i) The use of the 2006 Evaluation of Leisure Provision and additional mapping and consultation to establish Rossendale's priorities for leisure and cultural provision, including an assessment of our current cultural offer to inform our future Cultural Strategy
- ii) Completion of an Options Appraisal for the management of our leisure facilities, including market testing for private sector investment in certain facilities; to establish an affordable management option for the delivery of leisure and cultural services
- iii) Establish and implement a project plan for the delivery of a new Swimming Pool including the development of a business case and planning/need justification.
- iv) Establish and implement a project plan for the community takeover or closure of Bacup Leisure Hall

Each of these actions has already begun to be implemented; the consultation on priorities will take place through a consultation event with the Rossendale Citizens Panel and via the Council's website. Two review panels have been established in

order to take forward actions iii) and iv). This contract relates directly to the delivery of actions i) and ii)

In addition a separate piece of work may be commissioned reviewing Leisure Trusts in East Lancashire. Depending on timescales it may be useful to contribute to the review and take into consideration it's relevance to Rossendale as part of this review.

Specification

Produce a report for Rossendale Borough Council setting out the range of delivery options for leisure provision, including the strengths and weaknesses of the various options.

This should include:

- i) An assessment of the current Trust arrangement in terms of impact, effectiveness and suitability as a future delivery model
- ii) A benchmarking of the Council's current investment in Leisure against similar Authorities and / or facilities.
- iii) Detail of the range of alternative management options available; including an assessment of the strengths weaknesses and financial implications of each
- iv) Consideration of the range of facilities that should be included in the Council's leisure and culture portfolio in order to make it sustainable
- v) Community and Stakeholder engagement in the options for the future delivery of leisure in the Borough

The appraisal should take into consideration our existing facilities, arts and sports development and the impact of the work being undertaken elsewhere in the review to develop a project plan for a new swimming pool, the consideration of options for the improvement of Ski Rossendale and the development or closure of Bacup Leisure Hall.

The requirements of this project are:

- i) The provision of a final report in the format outlined within the brief, to the agreed timescales
- ii) A full review of the management options for the delivery of cultural and leisure provision, with clear recommendations' for the most appropriate options
- iii) Community and stakeholder engagement and needs assessment against the recommended options
- iv) A financial assessment detailing implications of a recommended option against current expenditure and identifying opportunities for future funding
- v) To communicate progress of the review by:
- vi) Completing fortnightly update reports by e-mail to Service Development Officer – Culture / Communities Manager
- vii) Attending regular meetings with Communities Manager and appropriate Officers to review progress and resolve any issues (Appropriate frequency to be determined at the start of the contract)

- viii) Produce or contribute to reports and presentations for Council and Trust meetings as required to report on the 2009 Leisure Review.

Final Report

The report should be provided in the following format:

- i) Executive summary
- ii) Section one: Assessment of the current Trust arrangement and benchmarking of current investment in Leisure
- iii) Section two: Report on the management options
- iv) Conclusion: Recommendations' for most appropriate options and financial assessments; demonstrating evidence of needs assessment and stakeholder engagement

The report must be in an accessible format (minimum Ariel Font size 12), as a word document and in plain English.

The final production of the final document into a brochure format is NOT expected as part of this tender work however, electronic copies will be required.

Programme Management

The contractor will work in close liaison Rossendale Borough Councils – Communities Team reporting to the Councils Chief Executive. The contract will be project managed by Rossendale Borough Councils Service Development Officer – Culture / Communities Manager and they will be the daily contact for the contractor.

Timescales

Initial Appointment of Consultants	8 th July
Work Commences	20 th July
Interim report	4 th September
Final Report with Executive Summary	1 st October

Costs

Rossendale Borough Council will pay:

10% on contracting

30% on receipt of satisfactory interim report

Remainder on receipt of complete report in final format, including executive summary

These costs will include all expenses incurred by the consultants including travel, subsistence, room hire and other incidentals.

Consultants will be appointed for a maximum of 6 months.