

Project Documentation - Initial Project Proposal Document

Project: Westgate Leisure Centre Procurement Strategy and Procurement Exercise

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1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

Development of a procurement strategy for the Leisure Management Contract to include options of procurement models and identify different capital investment opportunities available.

In scope:

- **Appointment of leisure consultant to develop a procurement strategy for the Leisure Management Contract post May 2026**

Out of scope:

- **Options around reduction of leisure management services in the district**

3. Background

Westgate Leisure Centre was originally opened in January 1987 and has over the years seen a major extension and a number of internal developments and facilities updated. As a result of covid the leisure market has drastically changed and as a result contract management fees have been suppressed. In order to achieve additional or maintain existing revenue income it is likely that large scale capital investment by means of an extension/refurbishment or rebuild project would be required. Depending on the scale of redevelopment, this may give opportunities to review the swimming pool configuration and provision of additional and/or modernised facilities. Bourne Community Leisure Centre was opened in 2003 and the changes in fitness trends and the small gym space is a limitation for retaining existing or encouraging new memberships. Options for a small extension and or development of a dedicated spin studio could also be considered.

4. Outcomes to be Achieved

- A clear procurement strategy for the tender process and an understanding of capital investment options for the centres
- Continued leisure facilities to meet the existing and future needs of the local community
- Improved revenue management fee income for the council

5. Timescales

The current agreement for the Leisure Management Contract expires 30 April 2026. It is recommended that the procurement exercise commences at least 18 months prior to the end of an existing contract, this would result in the

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procurement exercise for Leisure starting by October 2024. This procurement strategy would need to be completed before this date to identify the preferred procurement route to be followed.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	£5k for procurement Strategy and £90k for the procurement exercise	Capital Reserves
Revenue		
Savings	None	
Services to be involved in the project delivery	Sport & Leisure, Estates, Legal, Finance	

7. Benefits vs. Cost

Year	Out	In	Balance	Payback
1	£95,000	£0	-£95,000	
2				
3				
4				
5				
5 Year Total			£95,000	

8. Identify Risks

The procurement exercise may not deliver an increased management fee or capital investment to the council's leisure facilities subject to the performance of the leisure market at the time.