



NORWICH City Council

Committee Name: Cabinet

Committee Date: 09/02/2022

Report Title: The award of a concessionary contract for the delivery of tennis centre operations in Norwich

Portfolio:	Councillor Matthew Packer, Portfolio holder for health and wellbeing
Report from:	Executive director of development and city services
Wards:	All wards
OPEN PUBLIC ITEM	

Purpose

To consider delegating authority to award the concessionary contract for the delivery tennis centre operations in Norwich.

Recommendation:

To:

- 1) enter into a concessionary contract for the provision of tennis centre operations in Norwich; and
- 2) delegate the award of the contract to the most economically advantageous supplier to the Executive director of development and city services, in consultation with the portfolio holder for Health and Wellbeing

Policy Framework

The Council has three corporate priorities, which are:

- People living well
- Great neighbourhoods, housing and environment
- Inclusive economy

This report meets the people living well and great neighbourhoods, housing and environment corporate priorities.

Report Details

Background

1. Norwich Parks Tennis started in 2012 and is a council initiative, supported by the Lawn Tennis Association, to deliver high quality, accessible, value for money tennis facilities and services on a financially sustainable basis. The service currently provides household membership at £35 per-household and play not requiring floodlights is then free.
2. Norwich Parks Tennis currently operates at Eaton Park, Waterloo Park, Harford Park and Lakenham Recreation Ground. A facility at Heigham Park is nearing completion and will become part of the initiative in early 2022.
3. The contract for the delivery of tennis centre operations in Norwich, (Norwich Parks Tennis) is currently provided by The National Tennis Association, previously operating as EA Tennis. They were awarded a contract in 2012. The current contract ends on 31 March 2022.

Tender process

4. In order to continue to provide Norwich Parks Tennis, the Council needs to tender for a new supplier. This has been advertised as an open opportunity during January 2022. The procurement exercise will comply with the Public Contract Regulations 2015, and the Council's Contract Procedure Rules
5. A facility at Heigham Park is nearing completion and will become part of the initiative in early 2022.
6. The new contract from 1 April 2022 will require the service provider to provide services at the following sites:
 - 7 x floodlit courts at Eaton Park
 - 3 x non floodlit courts at Waterloo Park
 - 3 x floodlit courts at Heigham Park (and associated pavilion)
 - 2 x floodlit courts at Lakenham Recreation Ground
 - 2 x floodlit courts at Harford Park
 - Additional sites as necessary
7. The new contract will also require the service provider to:
 - manage the operation of the courts and provide an annual income to the council of £32,200 for the site costs, increasing to £35,900 once improvements at Harford Park tennis courts have been delivered and a further £7,456 if office space at Eaton Park is required;
 - provide consumables such as nets and balls etc

- provide LTA registered venues which ensures safeguarding obligations are fulfilled;
 - increase levels of people's activity;
 - increase use by local schools;
 - increase use by specific age groups;
 - increase use by people from reducing inequality target areas;
 - increase interest and opportunity for people to take up tennis;
 - increase use by people with a disability;
 - increase use of the facilities by members of underrepresented ethnic groups;
 - ensure good customer satisfaction;
 - ensure facilities and services provided are safe;
 - pay the living wage
8. To enable the council to evaluate the proposed quality of service, suppliers are required to provide 4 detailed method statements explaining how they will meet the Council's requirements.
 9. A provisional supplier will be selected by 17 February 2022. Once the delegated decision to award the contract has been made, a standstill period of 10 days will apply.
 10. Delegated authority to approve the contract award is requested due to the timing of Cabinet meetings during the coming months and the need for the successful service provider to have 4 weeks in which to mobilise the new service.

Implications

Financial and Resources

11. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2019-22 and Budget.
12. There are proposals in this report that will increase resources. The current income to the council from the existing contract per annum is £18,450. The expected income to the council for this concessionary contract will increase to £39,656, through an increase in charges to the service provider and the addition of sites. Income will increase further to £43,356 per annum once the Harford Park tennis improvements have been delivered.
12. A sinking fund will continue to operate, whereby the annual income is set aside into a reserve to ensure that all revenue costs for the provision and future maintenance of the sites are covered.
13. The contract will be between the council and the winning supplier.

14. Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	Positive through the requirement for targeted initiatives and delivery at more sites than currently
Health, Social and Economic Impact	Positive as a result of providing a good value service and initiatives to get people active through tennis.
Crime and Disorder	Positive as a result of increased presence in parks all year round and from 0700 until 2200.
Children and Adults Safeguarding	Positive LTA registered sites and protocols providing increased presence of people who are trained to identify safeguarding concerns and processes are in place to address them.
Environmental Impact	No impact

Risk Management

Risk	Consequence	Controls Required
Contract not awarded on time	Reduced time for contractor to mobilise and lapse or poor quality service from day 1.	Contracted awarded on time

Other Options Considered

15. There are no other reasonably viable options.

Reasons for the decision/recommendation

16. The Council is being recommended to approve this procurement in order to ensure the Council complies with its duties under procurement regulations and to ensure the ongoing delivery of Norwich Parks Tennis from 1 April 2022.

Background papers: None

Appendices: None

Contact Officer:

Name: Simon Meek

Telephone number: 01603 989 479

Email address: simonmeek@norwich.gov.uk