

# Notice to the Chair of the Community and Wellbeing Scrutiny Committee



## Urgent Key Decision form

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| <b>DECISION DETAILS</b>  |
| <b>Decision Maker:</b> Corporate Director Service Reform & Strategy  |
| <b>Decision Title:</b> Contract for the Management of Vale Farm Sports Centre  |
| <b>Description of Decision:</b> Authority to Tender – Leisure Procurement  |
| <b>When will the Decision be made?</b> 03/10/25  |
| <b>Will the accompanying report be:</b> Open <input checked="" type="checkbox"/> Part Exempt <input type="checkbox"/> Fully Exempt <input type="checkbox"/>  |
| <b>Reasons for exemption (if applicable)</b><br>The report will contain the following category of Information exempt from publication under the Schedule 12A of the Local Government Act 1972, namely paragraph:   |
| <b>TYPE OF URGENCY</b>   |
| <b>Please tick all that apply:</b><br><br><input type="checkbox"/> A. The decision is urgent and <u>28 clear days' notice</u> of the decision cannot be given but at least 5 clear days' notice can<br><br><input checked="" type="checkbox"/> B. The decision is extremely urgent and even <u>5 clear days' notice</u> of the decision cannot be given<br><br><input type="checkbox"/> C. The decision will be made by members at a meeting and <u>28 clear days' notice</u> that the proposed decision may be discussed in private (i.e. the report will contain information <u>exempt from publication</u> ) cannot be given<br><br><input checked="" type="checkbox"/> D. The decision must be implemented urgently and the <u>5 day call-in period</u> must be <u>dis-applied</u> to allow the decision to take immediate effect. |
| <b>REASONS FOR URGENCY</b>   |
| <b>If you have selected options A, B or C please explain:</b><br><br><ul style="list-style-type: none"><li>▪ <b>Why it was not possible to provide the required notice (i.e. why the decision or exemption was not anticipated)</b></li><br/><li>▪ <b>Why it is impractical to defer the decision to a later date to allow the appropriate notice to be provided.</b></li></ul>  |

**Decision Required** Approval to commence a standalone procurement for Vale Farm Sports Centre via an agency agreement model, for a five-year contract (2026–2031), following Cabinet’s decision on 8 September 2025 to withdraw from the Tri-Borough procurement.

**Reason for Urgency** The current leisure contract expires on 28 February 2026. To ensure service continuity, the procurement must be launched no later than 10 October 2025. Delay would compromise the critical procurement timetable and create a material risk of insufficient time for tendering, award, and mobilisation before the expiry of the current contract.

**Background** Cabinet approved withdrawal from the Tri-Borough procurement on 8 September 2025 and confirmed our intention to commence a standalone procurement. The new contract will use an agency agreement model with the Council as principal and the operator as agent. This approach provides legal certainty, stronger local control, better financial outcomes and alignment with the Council’s strategic priorities through to 2031.

**Recommendation** Approve use of the urgency procedure to commence procurement of Vale Farm Sports Centre, issue the procurement notice no later than 10 October 2025.

**If you have selected Option D please explain why the council’s interest or the public interest would be seriously prejudiced by the decision not taking immediate effect.**

To commence the procurement without delay, a waiver of call-in will also be required. Without this, the standard call-in period would delay implementation until 17 October 2025, creating a material risk to the procurement timetable.

SIGN-OFF

**Corporate Director of Service Reform & Strategy**

**Chief Executive**

**Printed Name:** Rachel Crossley

**Printed Name:** Kim Wright

**Signature:** *Rachel Crossley*

**Signature:** *Kim Wright*

## THE FOLLOWING SECTION IS TO BE COMPLETED BY GOVERNANCE SERVICES

### CHAIR OF COMMUNITY & WELLBEING SCRUTINY COMMITTEE

**Notice to:** Councillor Ketan Sheth, Chair of the Community and Wellbeing Scrutiny Committee

**The Chair is asked to:**

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**Note that an urgent decision will be taken as detailed in the form above.**

The decision is deemed urgent because insufficient (less than 28 days) notice of the intention to take the decision was provided on the Forward Plan. However, at least 5 clear days' notice has been provided and therefore the Scrutiny Chair is only required to note that the decision will be taken.

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**Permit the extremely urgent decision to be taken as detailed in the form above.**

The decision is deemed extremely urgent as less than 5 clear days' notice of the intention to take the decision has been provided. The Scrutiny Chair is asked to agree that the decision is urgent and cannot be reasonably deferred for the reasons detailed in the form above.

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**Permit discussion of exempt information in private relying on Schedule 12A of the Local Government Act 1972**

If a report is likely to contain information exempt from publication under schedule 12A of the Local Government Act 1972, then 28 days' notice of this must be provided on the Forward Plan. Where this requirement has not been met, the agreement of the Scrutiny Chair is required before proceeding.

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**Permit the dis-application of the 5 day call-in period, allowing the decision detailed in the form above to take immediate effect.**

A Cabinet decision or a Key Decision cannot be implemented until the 5 day call in period has elapsed and no valid call-in has been received. The call-in protocol can be dis-applied if the council's or the public interest would be seriously prejudiced by the decision not taking immediate effect. The Chief Executive must determine whether a decision is urgent in this regard. The consent of the Scrutiny Chair to the matter being treated as urgent is also required.

### SIGN-OFF

**Notice sent to Councillor Ketan Sheth, Chair of the Community and Wellbeing Scrutiny Committee on 03/10/25**

**Chair's approval:** Required ☒ Not Required ☐

**Date approval granted (if applicable):** 03/10/25