

Report of Head of Sport & Active Lifestyles**Report to Director of City Development****Date: 2nd December 2014****Subject: Health & Safety Support**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. Health and Safety is at the core of the service provided to the public by the Sport & Active Lifestyles Service.
2. The service has both a full time Health & Safety Officer and full support from the Corporate Health & Safety team on all general health and safety matters.
3. The service however, has unique health and safety challenges due to the specialist nature of the leisure industry and its facilities and therefore would benefit from the support, training and advice from a leisure health and safety specialist that will work closely with the Leeds City Council Health and Safety Officers to provide a high level of health and safety provision in our leisure centres and leisure programmes.

Recommendations

4. The Head of Sport & Active Lifestyles, under delegated authority from the Director of City Development, is recommended to approve the appointment of Quality Leisure Management Limited for a three year period, commencing 1st January 2015.

1 Purpose of this report

- 1.1 The purpose of this report is to seek authority to appoint Quality Leisure Management Limited (QLM) for a three year period, commencing 1st January 2015 to act as the Sport & Active Lifestyles specialist support for leisure specific health and safety issues.

2 Background information

- 2.2 A high level of Health and Safety awareness for both staff and public is vital to the Sport and Active Lifestyles Service to be able to carry out its programmes and manage its facilities.

- 2.3 Following consultation with Corporate Health and Safety, the service first appointed QLM to support the Sport & Active Lifestyles Service for a number of reasons:

- Leisure is a unique industry that through its activities and facilities, including swimming pools and gyms, offers activities to a wide sector of the community;
- Due to the activities and facilities on offer, the provision of leisure programmes and facilities can be seen as a high risk from a health and safety point of view;
- QLM are the only provider with the required specific expertise in the leisure industry and as such are utilised by the Health and Safety Executive as expert witnesses in leisure specific cases if required;
- QLM offer support through meetings with staff, training and on an as required basis;
- QLM are currently representing Leeds City Council in the Government review of HSG179 Management of Health & Safety in Swimming Pools, ensuring the needs of Local Government swimming provisions are represented nationally

- 2.4 It is proposed that QLM are only used by the service in leisure specific health and safety circumstances and the service will continue its good relationship with the Corporate Health and Safety team on all general health and safety and corporate health and safety areas.

- 2.5 In addition, the proposed contract supports Best Value through the advice and support given by QLM the service which has been able to make savings to the councils budgets whilst maintaining a high standard of health and safety for staff and public alike, through:

- improved procedures, leading to reduced numbers of staff accidents (based on a knowledge & experience of accidents nationally);

- staff training which is both specific to the services and a lower cost than comparative courses as well as offering the flexibility of training within the Council's own facilities;
- service improvements such as how to reduce staffing numbers on poolside and the associated staffing budget savings;
- improved quality of swimming lessons by risk assessing activities such as diving to allow inclusion of seated dives in lessons at all sites regardless of pool depth of the main pool;
- increasing staff knowledge of the legal processes and decisions regarding major drowning and death incidents and improving the service's procedures and processes to reflect these;
- endorsing the service's audit processes for health and safety

3 Main issues

- 3.1 It is proposed to appoint QLM direct to carry out the leisure specific health and safety support under section 7 of the Council's Contracts Procedure Rules: Below £10k - Low Value Procurement.
- 3.2 Section 7.1 states: 'Where no appropriate ISP, Exclusive Supplier, existing provider, or Approved Framework Agreement exists, competition (three written tenders) is required for procurements with an estimated value of below £10k. If the relevant Chief Officer believes that it represents Best Value for the Council to make a direct appointment without the need for competition, they may do so providing that a written record of the decision, along with reasons, is kept.'
- 3.3 Section 7.2 states: 'Once a Contractor is selected an order will be issued specifying the goods, works, or services to be provided and the price and terms of payments.'
- 3.4 In this case, following investigation by both the Health & Safety Officer and Sport Operations Manager, QLM are the only known specialist in this area and are already utilised by the Health and Safety Executive for specialist advice and representation and are therefore the only provider for such works.

4 Corporate Considerations

4.1 Consultation and Engagement

Under CPR3.1.12 the service is required to consult with PPPU/PU. The outcome of this consultation is shown in the advice above.

Corporate Health and Safety are already aware of the proposals and support developing the leisure specific partnership further.

4.2 Equality and Diversity / Cohesion and Integration

Equality and diversity issues have been considered in respect of the specialist leisure health and safety support and no issues have been identified. Indeed, the appointment of a specialist for the leisure field would lead to enhancement of facilities for the general public to access.

4.3 Council policies and City Priorities

The contract supports the following policies through assisting in sport participation:

- Sport and Active Lifestyles Service Plan 2011-2013 – increased participation in sport and active recreation contributing to healthier communities
- Leeds 2030 Vision for Leeds 2011 to 2030 priorities – Best City for health and wellbeing – people are supported by high quality services to live full, active and independent lives
- Best city to live – people enjoy world class culture, sport, leisure and entertainment
- Leeds Sport & Active Lifestyles Strategy 2013 – 2018 – Leeds will have more people participating in sport & active recreation

4.4 Resources and value for money

The cost of the contract is £2,575 per annum, frozen over a three year period and can be met through the Sport & Active Lifestyles revenue budgets.

4.5 Legal Implications, Access to Information and Call In

Under the City Development Director's sub delegation scheme of June 2014, the Head of Sport & Active Lifestyles has the delegated authority under article 3 'to make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Contracts Procedure Rules.'

In addition, the Head of Sport & Active Lifestyles has the delegated authority under article 14.5 'All Directors (or other person authorised by a Director) shall be authorised in relation to matters within their remit, to sign as Agent for the Council all contracts of a value below £100,000 agreed to be entered into by the Council or any part of it.'

4.6 Risk Management

There is a risk that if the required support is not provided, then the standards of health and safety specific to the delivery of sport and leisure activities within the city will be compromised.

5 Conclusions

- 5.1 QLM should be appointed to provide support services for the provision of leisure specific health and safety within the Sport and Active Lifestyles Service.

6 Recommendations

- 6.1 The Head of Sport & Active Lifestyles, under delegated authority from the Director of City Development is recommended to approve the appointment of Quality Leisure Management Limited for a three year period, commencing 1st January 2015.

7 Background documents¹

- 7.1 none

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.