

**Report of Senior Projects Manager**

**Report to Chief Officer Parks and Countryside**

**Date: 03.01.17**

**Subject: Waiver of contract procedure rules to support the purchase of a pre used modular building to be leased to West Leeds Rugby League Club**

Are specific electoral wards affected? If relevant, name(s) of ward(s): Armley	<input checked="" type="checkbox"/> Yes	<input 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. West Leeds Rugby League Club is a successful voluntary sports organisation which provides affordable sports and recreational opportunities for over 220 junior and adult players. This includes a number of female teams who form an integral part of the club.
2. The club are based at West Leeds Sports and Social Club, on Redshaw Road and currently use a small building attached to the club for changing rooms which is outdated, has very limited space and is in poor condition. The facility does not cater for separate male and female changing areas, posing a real health and safety concern and is no longer fit for purpose for the number of teams it services.
3. As there is little other sports and community provision of this type in the Armley ward, it is vital the club offers good quality changing facilities for males and females, otherwise there is a real concern the positive work done to build the club will be lost.
4. Better quality and more spacious changing facilities, are therefore urgently required, to ensure the club can continue to thrive and attract new members, and meet the required health and safety standards. The intention is to purchase the modular building in the first instance and then to draw down additional funding to fit it out to make changing rooms and showers etc.
5. Officers from the Parks and Countryside service have worked with colleague from the councils PFI and contracts and surveying team to consider options to realise the clubs objectives. Through that process and in accordance with contract procedure rule CPR

3.1.4. It has been determined that there are no recognised internal service providers who provide this type of facility and it is not a core service of the council. Furthermore, following a review of existing supplier arrangements, no arrangement exists from which these works could be procured.

6. Officers from the Parks and Countryside service have worked with colleagues from the councils PFI and contracts and surveying team to consider options to realise the clubs objectives. This process also identified that a brick build or new modular solution would not be achievable within the scope of funding available for this. Due consideration was then given to the option of purchasing a pre used modular building that could then be refitted to meet the clubs requirements for changing rooms.

## **Recommendations**

1. The Chief Parks and Countryside officer is requested to waiver contract procedure rules 3.1.1.1, 3.1.15, 8.1 and 8.2 (in accordance with CPR27) in respect of the requirement to approach a single supplier without further competition who can provide the product as necessary. The Chief Officer Parks and Countryside is requested to award a contract to Raptor UK Ltd in the sum of £20,000.

## **1 Purpose of this report**

- 1.1 This report requests authorisation to waive contract procedure rule 3.1.1.1, 3.1.15, 8.1 and 8.2 (in accordance with CPR27) in order to approach a single supplier without competition, for the purchase of a specialist pre used modular building.

## **2 Background information**

- 2.1 West Leeds Rugby League Club is a successful voluntary sports organisation which provides affordable sports and recreational opportunities for over 150 junior and adult players. This includes 3 female teams who form an integral part of the club
- 2.2 The club are based at West Leeds Sports and Social Club, on Redshaw Road and currently use a small building attached to the club for changing rooms which is outdated, has very limited space and is in poor condition. The facility does not cater for separate male and female changing areas, posing a real health and safety concern and is no longer fit for purpose for the number of teams it services.
- 2.3 As there is little other sports and community provision of this type in the Armley ward, it is vital the club offers good quality changing facilities for males and females, otherwise there is a real concern the positive work done to build the club will be lost
- 2.4 The club therefore urgently require a modular building with up to 4 changing rooms and associated facilities including showers, toilets, official's room to cater for all their teams and to allow for future growth.
- 2.5 Providing the club with a long term lease on the building, will enable them to draw down additional funding, to fit out the building to their exact requirements and make further improvements as required

## **3 Main issues**

### **Reason for contracts procedure rules waiver**

- 3.1 Officers from the Parks and Countryside Service have worked with colleagues from the councils PFI and contracts and surveying team to consider options to realise the clubs objectives. Through that process and in accordance with contract procedure rule CPR 3.1.4, it has been determined that there are no recognised internal service providers who provide this type of facility and it is not a core service of the council. Furthermore, following a review of existing supplier arrangements, no arrangement exists from which these works could be procured.
- 3.2 This process also identified that a brick build or new modular solution would not be achievable within the scope of funding available for this. Due consideration was then given to the option of purchasing a pre used modular building that could then be refitted to meet the clubs requirements for changing rooms. From a client and end users perspective this represented the preferred option given the rugby clubs present circumstances.
- 3.3 An outline specification was determined in partnership with the club and the club led on the process of seeking quotes for this work. Given the proposal to pursue the

option of a pre used unit, acquiring 3 like for like quotes was difficult given that responses were principally determined by availability from a number of identified contractors. Notwithstanding that, the service was able to gather three prices for similar products that broadly met with the specification. Given the time pressures and funding requirements to secure a facility, the quote by Raptor UK Ltd representing best value for money and was considered the most appropriate option to move forward quickly and meet objectives within budget.

### **Consequences if the proposed action is not approved**

- 3.2 Should this proposed purchase not be approved, the facility will be offered to another buyer and the club will continue to struggle with the sub-standard facilities they have and the club will most likely lose players and volunteers. The purchase of a brand new facility is not an option at this stage given the funds available, therefore the purchase of a pre used facility is deemed best route forward given constraints and restrictions.

### **Advertising**

- 3.3 This procurement was not advertised and it was not considered necessary, attractive nor practical to consider an EU procurement in this instance.

## **4 Corporate considerations**

### **4.1 Consultation and engagement**

- 4.1.1 The need for better changing rooms has been identified as a priority by the rugby club committee and as part of the clubs vision to provide the minimum requirements, particularly around safeguarding. Ward members are fully supportive and have committed to spend £40,000 of WBI funding for the project which will also include the installation of utilities. It is the intention to write to the local residents who will overlook the proposed facility informing them of the plans.

### **4.2 Equality and diversity / cohesion and integration**

- 4.2.1 The existing changing facilities do not provide separate male and female changing areas or provision for anyone with a disability. The proposed facility will provide 4 separate changing areas and a disabled toilet area. It is anticipated disabled access to the building will be provided via a portable ramp

### **4.3 Council policies and city priorities**

- 4.3.1 The Vision for Leeds 2011 to 2030 is to be the best city in the UK by 2030. It has specific aims that the economy will be prosperous and sustainable and that all Leeds' communities will be successful, where there are high quality buildings, places and green spaces, which are clean, looked after and respect the City's heritage.
- 4.3.2 The Best Council Plan sets out a vision for the city to be compassionate and caring, helping all its residents benefit from the effects of the city's economic growth. There are specific objectives to Promote Sustainable and Inclusive Economic Growth and to become a more Efficient and Enterprising Council. In addition the best council plan

sets out a new leadership style of civic enterprise, where the council becomes more enterprising, businesses and partners become more civic

- 4.3.3 The work included within this project will enable the Parks and Countryside to purchase and then lease better quality changing rooms for a local community sports club, enabling the club to increase its membership, by attracting new players to the club. It will also provide a facility to meet required safeguarding and health and safety requirements.

#### **4.4 Resources and value for money**

- 4.4.1 Following the purchase and installation of the changing rooms by the council, the rugby club will be fully responsible for all ongoing costs associated with the building. The club are in the process of restructuring to become a Charitable Incorporated organisation (CIO) which enables them to hold property and have a lease.

#### **4.5 Legal implications, access to information and call in**

- 4.5.1 This report is not eligible for call in due to the proposed award value, and nor is the marginal impact considered to be significant meaning this therefore represents a 'Significant Operational' decision. No sections of this report are restricted under the access to information rules and nor is the decision to be taken eligible for call in.

#### **4.6 Risk management**

- 4.6.1 There is a risk that the building will not meet with Sport's governing body changing room requirements and it is therefore crucial that a budget is identified that will provide sufficient funds that will allow the building to be appropriately fitted out post purchase and installation on site. In terms of the purchase itself Raptor UK Ltd have been trading for over 10 years and are known to have provided facilities to other organisations for sports purposes.

### **5 Conclusions**

- 5.1 West Leeds Rugby League Club is highly valued community sports and recreation provider, who urgently require improved changing facilities to cater for current and future demand of rugby in Armley
- 5.2 The proposed facilities offer an affordable option, which will allow the club to purchase a modular building and create their own changing room layout.

### **6 Recommendations**

- 6.1 The Chief Parks and Countryside Officer is requested to waiver contract procedure rules 3.1.1.1, 3.1.15, 8.1 and 8.2 (in accordance with CPR27) in respect of the requirement to approach a single supplier who can provide the product as necessary. The Chief Officer Parks and Countryside is requested to authorise the purchase of a pre used modular building in the sum of £20,000

### **7 Background documents**

- 7.1 None

