

SUPPORT TO HELP LOCAL AUTHORITIES AND LEISURE SERVICE PROVIDERS



Sport England has been working closely with DCMS and sector bodies to understand the issues faced by Local Authorities and leisure providers and identify solutions to support this part of our sector. We have heard from Local Authorities and leisure providers the need for additional support and help to provide some capacity to assist with discussions to protect leisure contracts and vital local facilities. Sport England wish to proactively offer specialist consultancy support to help. This support can be used flexibly based on the needs of each Local Authorities and their leisure provider.

A. LOCKDOWN/CLOSURE

We recognise the difficult position all Local Authorities and their leisure providers are facing. Regardless of the delivery models in place Sport England aims to support positive discussion and assist resolve the immediate challenges faced by the Lockdown / Closure. The scope of this support includes;

- Understanding Local Authorities and leisure providers situation given the Covid-19 outbreak and exploring challenges for:
 - Facilities operational but currently closed
 - Facilities under construction
 - Facilities and services in the process of a procurement exercise
 - Work at strategic outcomes/feasibility planning stage
 - Any wider context
- Supporting Local Authorities and leisure providers on financial reconciliation/negotiation during the closure period
- Identifying and discussing any need to review the partnership agreement (services specification, performance management framework, management fee/funding agreement)
- Understanding contractual/legal arrangements and liabilities between Local Authority and service delivery partners (requires internal or external legal advice)

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- If required, preparing a costed action plan for these areas over the period of the Covid-19 crisis whilst leisure facilities are closed, in agreement with the Local Authority, service deliver partner and any other key stakeholders

B. MOBILISATION (SOCIAL DISTANCING/FULL OPERATION)

We recognise that longer-term support will also be required as restrictions are lifted. When Local Authorities and their service delivery partners are ready support is available to help discuss, review and implement the re-opening of facilities / for local communities

- Reviewing intervention options for services post Covid-19 restrictions, and establishing affordability
- Supporting discussions towards an amended service delivery and financial agreements between the Local Authority and Service Provider for the mobilisation phase
- Supporting the development of service delivery and financial plans in the context of the new economic and social conditions including
 - facility development opportunities (capital and revenue)
 - impact of social distancing

FINANCIAL SUPPORT

There are two options for financial support.

1. A direct award can be made to a local authority who can then procure the services of a specialist consultancy directly. Funding would be paid by Sport England by BACS to the Local Authority on receipt of a claim form and supporting invoice and then the Local Authority would pay the specialist consultant.
2. Sport England can procure small pieces of work directly with a specialist consultant on behalf of a Local Authority and payment would be made by Sport England to that consultant directly.

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Sport England will advise which methodology will be used depending on available budgets and scope of works.

APPLICATION PROCESS

Regardless of the funding route, an initial conversation with a consultant is required to explore the scope of work described above and to gain answers to the headings below. If the consultant and Local Authority are both happy to proceed, the following information should be sent to facilitiesupport@sportengland.org:

1. Local Authority Name
2. Contact Name of Officer/Lead, their Position, Address, Tel, Email
3. Total Project Cost as agreed with the consultant with details of any available partnership funding for Local Authority

A letter of application is also required on Council letterhead addressed to Emma Bernstein, Capital Investment, Sport England, 21 Bloomsbury Street, London, WC1B 3HF which sets out the following areas:

A. BACKGROUND

- Number of facilities
- Operating arrangement (In-House, Trust, Leisure Management Contractor, CIC)
- Type of contract (DBOM, Leisure Operating Contract, Lease)
- Contract length and annual management fee - subsidy or payment to council clearly showing which facilities the figures relate to.
- Is the contract based on SE Procurement toolkit guidance?
- Current position with service delivery partner?
- Key issues and risks

B. OBJECTIVE OF THIS WORK

C. METHODOLOGY

D. OUTPUT(S)

E. COST (include VAT) with PARTNERSHIP FUNDING IF AVAILABLE and AWARD REQUEST TO SE (incl VAT)

F. TIMESCALES

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Please note that the award request to Sport England should not exceed £5k including VAT.

This should be signed and scanned to facilitiesupport@sportengland.org where it will be reviewed and assessed. If successful, an award letter will be issued with standard Lottery funding conditions, and an acceptance form will need to be signed and scanned back to SE to secure the funding before the work can start.

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FAQS FOR CONSULTANCIES ONLY

- We are looking at £5k awards including VAT to each LA
- There is no pre-requisite on partnership funding but a contribution would be valued
- Partnership funding needs to be cash, not in kind, contribution to the total cost
- A LA can make more than one application - e.g. they may want support for the lockdown period as well as then a separate application for mobilisation
- Sport England wishes to support the sector by providing capability and capacity at a difficult time with an aim to remobilise in the most efficient and effective manner
- Legal support will not be provided through this award
- This is open to all leisure service delivery partners, including independent leisure trusts and for in house providers
- We will meet regularly to discuss lessons learnt and share best practice - we ask that you are as open and honest as possible
- There is an opportunity to look at a role for NBS and Quest as part of the remobilisation - we would like any thoughts on this to be fed back into SE as this work progresses.