

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	17 March 2025
Decision Maker (Officer):	Kieran Charles – Sport & Leisure Operations Manager
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4)(ii) – Part 3.39). The Corporate Director Lee Heley has delegated operational matters relating to the Leisure Management System to the Sport and Leisure Operations Manager.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr Mick Barry
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	The Portfolio Holder for Leisure and Public Realm concurs with the Sport and Leisure Operations Manager to: A) To extend the contract with the appoint 'Legend Software' to provide the electronic Leisure Management Information System, which will serve all three leisure facilities at Clacton, Dovercourt and Walton. This will manage memberships, bookings, till functions and a range of other services essential for the management of the Council's Sports Facilities. B) To fund Legend ongoing monthly fees: £3,647 / £43,764 per year, from the Management of Sports Facilities Revenue Budget for the 2025/26 revenue budget, as agreed as part of the budget setting process by Full Council in February 2025 as part of the General Fund budget (General Fund Budget and Council Tax report – 2025/26).

Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	In consultation with and supported by Essex County Council's Procurement team and the Council's IT department, a procurement exercise was completed under the G-Cloud 13 Framework in 2023. The contract under the G-Cloud Framework initially had a term of two years, with options to extend for an additional 12 months, followed by another 12 months. As part of the procurement process and subsequent concurrence dated 16 February 2023 (KC/0000011/2), 'Legend Software' was appointed to provide the electronic Leisure Management Information System. Legend Software offers a fully integrated digital solution for the Council's leisure centre customers, including an online service and app that enhances the user-friendly self-service experience. The contract with Legend Software is scheduled to end in August 2025. To maintain continuity of service and ensure compliance with Public Procurement Regulations, an extension of the contract by 12 months is necessary.	
Highlight any associated risks/finance/legal/equality considerations:	Without an extended contract, the three facilities will lack a leisure management system, disrupting services and causing reputational and financial impacts.	
Details of any Alternative Options Considered and rejected (together with reasons):	If the contract is not extended, the three facilities will lack a leisure management system, and re-procurement will take considerable time. Moreover, transferring systems will require extensive planning. Considering LGR and Devolution, extending the contract now allows for understanding the broader context before proceeding with full procurement.	
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	N/A	
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <u>and</u>	☒	Not applicable – Decision to be published.
		If Report is not to be published – tick one of the following boxes:
	☐	The report supporting the Decision contains confidential information
	☐	The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
	☐	• Relates to an individual • Likely to reveal the identity of an individual

<i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>		• Relating to financial or business affairs of a person or organisation
		• Relates to a claim for legal professional privilege in legal proceedings
		• Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
		• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
	<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information Reasons:	

Officers

Signed: K. Charles

Title: Sport & Leisure Operations Manager

Signed:

Title:

In consultation with:

Signed:

Portfolio Holder for Leisure and Public Realm

Signed:

Signed:

Signed:

Section 151 Officer (if required)

Signed:

Monitoring Officer (if required)

Dated: