

Councillor  
C/o Leadership Support Team  
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Email: [kcharles@tendringdc.gov.uk](mailto:kcharles@tendringdc.gov.uk)  
Our ref: KC/0000011/3

20 May 2025

REF: Leisure Management System – Legend

Dear Cllr. Bary,

As you are aware, our current Leisure Management Information System contract with Legend Software is coming to an end in August 2025. To ensure continuity of service and compliance with Public Procurement Regulations, there is a need to extend the contract by 12 months, there is also a slight variation of contract.

In consultation and support from 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 was initially two years with an option to extend by 12 months and then a further 12 months. As part of the procurement process, Legend Software was selected to deliver a fully integrated digital solution for the Council's leisure centre customers, including an online service and app offering that will support our customer journey through a much-improved user-friendly self-service.

To note, Legend provides the front-of-house software, hosting, membership management, online membership purchases, online booking and app.

The system provider Legend is ever improving. If there were to be any future updates or upgrades to the system, our systems would benefit from this as it comes fully included with Legend. As such, an exemption of procurement may be required at that time to support any changes, additional modules or developments to systems across our sites.

Below are the updated costings in order to extend the contract by 12 months:

- Legend ongoing monthly fees: £3,677 / £44,124 per year

The Management of Sports Facilities for the 2025/26 revenue budget, agreed at Full Council in February 2025 as part of the General Fund budget (General Fund Budget and Council Tax report – 2025/26) is expected to fund this expenditure.

In summary, if you agree with the decision to extend the contract with Legend for 12 months at a cost of £44,124, I should be grateful if you would sign and return the concurrence below.

Yours sincerely,

Kieran Charles, BA Hons, MCIMSPA  
Sport and Leisure Operations Manager

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Dear Kieran

I refer to your letter dated 20 May 2025 requesting my concurrence to extend the contract with Legend for 12 months at a cost of £44,124 funded from the Management of Sports Facilities revenue accounts.

I concur / do not concur with the extension and variation of the contract with Legend to supply the Leisure Management System for all three Leisure Facilities.

Cllr Mick Barry, Portfolio Holder for Leisure and Public Realm

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Dated

- Please delete as appropriate

Additional comments (if not concurring)
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