

Councillor M Barry
C/o Leadership Support Team
Town Hall
Station Road
Clacton on Sea
Essex
CO15 1SE

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Station Road
Clacton on Sea
Essex
CO15 1SE

Email : kcharles@tendringdc.gov.uk
Our ref: KC/0000026/2

7 October 2025

Dear Cllr Barry,

Lessons & Courses System – CoursePro

As you are aware, following a procurement exercise completed in 2023 under the G-Cloud 13 Framework, it has been suggested to appoint Legend as the Leisure Management provider. As part of the Council's offering, a lessons and courses system operates alongside the primary system. This provides the Council with the lessons and courses software to manage attendance, monitor children's development, online joining, waiting lists and online parent's portal.

Following the successful implementation and operation of the CoursePro system across the Council's leisure facilities, we are seeking to extend the current contract with Fitronics (CoursePro) in line with the original agreement, which included an option to extend.

The CoursePro system continues to provide essential functionality for managing our lessons and courses programme, including swimming, gymnastics, trampolining, and holiday activities. It integrates seamlessly with our primary leisure management system (Legend), and no alternative software offers the same level of compatibility and integration, as such an exemption is also required.

We have received updated quotations from Fitronics for the following periods:

01 October 2025 – 31 March 2026 (initial 6 months): £7,654.23

01 April 2026 – 31 March 2027 (12 months, with a 10% price increase): £16,839.28

01 April 2026 – 31 March 2027 Cap2 School Swimming License (12 months, with a 10% price increase): £2,178

These costs cover the continued use of CoursePro, the Comms Portal, Cap2 Bank Verification, and DataHub Integration. It is expected for this to be funded from the Sport and Leisure revenue budgets.

Given the system's critical role and the lack of viable alternatives, we request approval to proceed with the extension as outlined above of the CoursePro contract, as per the original terms.

Under Section Two (Exemption from Procurement Rules) of the Procurement Procedure Rules, clause (g) allows for procurement through an existing partnership arrangement - established via competitive tendering - provided the proposed procurement falls within or relates to the documented scope of that arrangement. In such cases, the Corporate Director or Head of Department must demonstrate that this approach benefits the Council, for example by ensuring

continuity of service or extending existing provisions. The necessary documentation will be issued either as a contract variation, in line with the partnership agreement, or through the Official Ordering process, as appropriate. All procurement must remain within EU threshold limits.

This letter is therefore issued to consult you in your capacity as Portfolio Holder.

Yours sincerely,

Kieran Charles, BA Hons, MCIMSPA (Chartered)
Head of Sport & Leisure

Dear Kieran

I refer to your letter dated 7 October 2025, and I confirm I have been consulted on the contract extend with Fitronics (CoursePro).

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Councillor Mick Barry
Portfolio Holder for Leisure & Public Realm

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Dated

- Please delete as appropriate

Additional comments (if not concurring)

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