

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:	7 October 2025
Decision Maker (Officer):	Kieran Charles – Head of Leisure and Leisure
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, Place & Wellbeing has delegated operational matters relating to the Fitronics (CoursePro) contract to the Head of Sport and Leisure. Under the Procurement Procedure Rules, Section Two - Exemption from Procurement Rules it advises: (g) Where a partnership arrangement has been entered into with a contractor or a supplier as a result of competitive tendering, and the proposed procurement is within or related to the documented scope of that partnership arrangement. In such cases the Corporate Director/Head of Department must be able to demonstrate that the proposed procurement through such a partnership arrangement is advantageous to the Council (for example, continuity of service or product supply, or extension of existing arrangements). The documentation will be issued will take the form of a contract variation as determined in the partnership contract and/or via the Official Ordering rules or if appropriate the documentation to be issued will be as required by the Procurement Procedure Rules for the value of the procurement. (EU limits must be observed to ensure no thresholds are exceeded).
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Councillor Mick Barry
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No

Is it subject to call-in?	No
Decision Made:	a) Extend the contract for a period of 18 months in total with Fitronics (CoursePro) to provide the Sports Facilities' lessons and courses digital management system to all three leisure facilities at Clacton, Dovercourt and Walton on the Naze at a total cost of £26,671.51. b) for the Head of Sport and Leisure to enter into a contract variation with Fitronics (CoursePro) under the terms set out in the existing agreement. c) £7,654.23 will be allocated from the Management of Sports Facilities Budget revenue for Sports Facilities 25/26 to fund this contract, with an additional £19,017.28 allocated from the same budget for Sports Facilities 26/27.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	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 extending 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. The extension period will be for a period of 18 months and cost total of £26,671.51, split across financial years as detailed in the background letter attached.
Highlight any associated risks/finance/legal/equality considerations:	Failure to continue the contract with CoursePro presents a significant risk to service delivery. Without this system, operations would revert to manual management of lessons and courses, as was the case in previous years. This would likely lead to: • Reduced service levels, due to inefficiencies and increased administrative burden. • Disruption to the collection of direct debits, potentially affecting financial stability and cash flow. • A decline in attendance, as the removal of this digital service could negatively impact customer experience and engagement.

	Maintaining the CoursePro system is therefore critical to ensuring operational continuity, financial efficiency, and customer satisfaction.	
NEW : Details of Local Government Reorganisation and/or Devolution considerations	In light of Local Government Reorganisation and potential Devolution changes, the Council's decision to extend the CoursePro contract supports service continuity and digital efficiency. These systems are vital for managing leisure programmes and ensuring smooth operations, particularly as governance structures evolve. Their integration reduces administrative burden, safeguards financial processes, and enhances customer experience, key priorities under any future unitary or devolved authority	
Details of any Alternative Options Considered and rejected (together with reasons):	Choosing not to proceed with the contract extension could be an option however, this would result in a return to a manual system, which is significantly less efficient and no longer fit for purpose. This shift would negatively impact: - Service levels, due to increased administrative workload and reduced operational efficiency. - Income generation, particularly through disruption to automated payment processes. - Strategic alignment, as it would fail to support TDC's Corporate Plan commitment to delivering a fully digital customer experience. Additionally, the current system has become well-integrated into users' routines and expectations. Removing it would represent a step backward; undermining progress made in reducing the subsidy and improving service delivery.	
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 with the report to be finalised and published following the proposal drawings. These drawings will determine the specification and location of the Skate Park taking into account with its surrounding area.
	If Report is not to be published – tick one of the following boxes:	
		The report supporting the Decision contains confidential information

<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>		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
		• 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: N/A		

Officers

Signed: _____ Title: Head of Sport and Leisure

Signed: _____ Title: _____

In consultation with:

Signed: _____ **Portfolio Holder for Leisure & Public Realm**

Signed: _____

Signed: _____ **Section 151 Officer (if required)**

Signed: _____ **Monitoring Officer (if required)**

Dated: _____