

## Support to help local authorities and leisure service providers

We've been working closely with the Department for Digital, Culture, Media and Sport (DCMS) and sector bodies to understand the issues faced by local authorities (LAs) and leisure providers (LPs) and identify solutions to support this part of our sector. We've heard from LAs and LPs the need for additional support and help to provide some capacity to assist with discussions to protect leisure contracts and vital local facilities. We wish to proactively offer specialist consultancy support to help. This support can be used flexibly based on the needs of each LA and their leisure provider.

### A. Lockdown/closure

We recognise the difficult position all LAs and their LPs are facing. Regardless of the delivery models in place, we aim to support positive discussion and assist to resolve the immediate challenges faced by the lockdown/closure. The scope of this support includes:

- Understanding LAs' and ensure LPs' situation given the coronavirus (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 LAs and LPs 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 LA and service delivery partners (requires internal or external legal advice)
- If required, preparing a costed action plan for these areas over the period of the coronavirus crisis whilst leisure facilities are closed, in agreement with the LA, service delivery partner and any other key stakeholders.

## **B. Mobilisation (social distancing/full operation)**

We recognise longer-term support will also be required as restrictions are lifted. When LAs 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 LA who can then procure the services of a specialist consultancy directly. Funding would be paid by us, via BACS to the LA on receipt of a claim form and supporting invoice, and then the LA would pay the specialist consultant.
2. We can procure small pieces of work directly with a specialist consultant on behalf of a LA and payment would be made by us to that consultant directly.

We'll 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 LA are both happy to proceed, the following information should be sent to [facilitiesupport@sportengland.org](mailto:facilitiesupport@sportengland.org):

1. LA name
2. Contact name of officer/lead, their position, address, telephone number and email address
3. Total project cost as agreed with the consultant, with details of any available partnership funding for LA.

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 our 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 (Includee VAT) with partnership funding If available and award request to Sport England (including VAT)

### F. Timescales

Please note that the award request to Sport England should not exceed £5,000 (including VAT).

This should be signed, scanned and sent to [facilitiesupport@sportengland.org](mailto:facilitiesupport@sportengland.org), where it will be reviewed and assessed. If successful, an award letter will be issued with standard National Lottery funding conditions and an acceptance form will need to be signed, scanned and sent back to us to secure the funding before the work can start.