

## Frequently Asked Questions

Here are responses to some of the questions most frequently asked regarding this framework and accessing it. If you still can't find the information you need, please e-mail

[activeenvironmentsframework@sportengland.org](mailto:activeenvironmentsframework@sportengland.org)

### What type of organisations can access this framework?

If you are part of any of these organisations, you can access this framework very simply:-

- Local Authorities in England
- Leisure Services Providers including leisure operators and Trusts
- National Governing Bodies of Sport
- Football Foundation
- Local Planning Authorities in England
- Neighbourhood Forums
- Urban Development Corporations, including Ebbsfleet Development Corporation and any other set up by the Secretary of State for Housing, Communities and Local Government (or successor) during the lifetime of this Framework under section 149(1), (3), (11) and (13) of the Local Government, Planning and Land Act 1980(1),
- Old Oak and Park Royal Development Corporation;
- Combined Authorities
- Active Partnerships
- Community Sports Clubs
- Educational Establishments
- Department of Culture Media and Sport (DCMS)
- Department for Levelling Up, Housing and Communities (DLUHC) referred to in Contract Notice as MHCLG

Do you have a list of the types of services that will be delivered under each lot?

<b>Lot A – Strategic Outcomes Planning and Leisure Services Delivery</b>	<b>Lot B – Assessment of Need</b>	<b>Lot C – Town Planning Services</b>	<b>Lot D – Urban Design Services</b>
<i>Support partners in developing a strategic approach to investment in sport and physical activity along with project management skills and expertise to procure and implement new leisure operating contract arrangements</i>	<i>Support partners in the development and use of assessments of need for sport, recreation and physical activity provision covering indoor and outdoor sports facilities (including playing pitches) along with informal sport and physical activity provision through the wider environment.</i>	<i>Development of national and/or local policies, plans and strategies which support the delivery of Active Environments, application of assessments of need, undertaking planning application related work and providing ad-hoc advice.</i>	<i>Provision of master planning and design services to support the creation and maintenance of Active Environments, with a focus on ensuring that new developments and works to remodel existing places provide the right physical characteristics to enable people to become more physically active.</i>

<b>Scope of services Lot A</b>	<b>Scope of services Lot B</b>	<b>Scope of services Lot C</b>	<b>Scope of services Lot D</b>
<i>Strategic assessment and review of national and local policies and strategies</i>	<i>Developing robust assessments of need as required by the Government's National Planning Policy Framework (paragraphs 98 and 99) and in line with relevant Sport England guidance for: Indoor Sport Facilities Playing Pitches Other outdoor sport and physical activities</i>	<i>Development of policies, plans and strategies which support the creation and maintenance of Active Environments including drafting, consulting and undertaking associated public enquiry/examination work in relation to:</i>	<i>Review and critique of developing masterplans to offer advice on how these can be amended to promote an enhanced sporting offer and higher levels of physical activity</i>

<i>Development of vision and shared outcomes</i>	<i>Using assessments of need to identify and determine what provision is required to meet the needs and to set out a plan/strategy for how to deliver the provision.</i>	<i>– Local Plans, Spatial Development Strategies and Neighbourhood Plans</i>	<i>Development of and advice on design codes for developments which place a strong emphasis on sport, physical activity and health objectives with the aim of creating Active Environments</i>
<i>Influencing and working with leadership teams, including politicians, to drive cultural change</i>	<i>Advising and supporting on the application of assessments of need and related plans/strategies to inform:-</i>	<i>– Regeneration Strategies</i>	<i>Co-creation with local communities and consultation around design codes and early concepts</i>
<i>Community and stakeholder consultation</i>	<ul style="list-style-type: none"> <li><i>– The development of planning policy</i></li> <li><i>– Approaches to developer contributions</i></li> <li><i>– Health &amp; Wellbeing strategies</i></li> <li><i>– Green Infrastructure Strategies</i></li> <li><i>– The management, operation and maintenance of provision</i></li> </ul>	<ul style="list-style-type: none"> <li><i>– Supplementary Planning Documents (e.g. covering areas such as approaches to developer contributions and development briefs for specific sites)</i></li> </ul>	<i>Use of existing tools and development of new approaches which promote behaviour change through walkable communities, connected routes, co-location, networks of open space and appropriate inclusive and accessible infrastructure</i>
<i>Engaging with local communities</i>	<i>Advising and supporting the review and updating of existing assessments of need and related plans/strategies to ensure they remain robust and up to date.</i>	<i>– The Community Infrastructure Levy (including charging schedules)</i>	<i>Generic and project specific application of ‘active design’ principles</i>
<i>Preparation of briefs for, and interpretation of needs analysis and supply and demand analysis</i>	<i>Undertaking individual site assessments and any related assessment of needs required to:</i>	<ul style="list-style-type: none"> <li><i>– Estate Strategies</i></li> <li><i>– Town centre strategies</i></li> <li><i>– Health &amp; Wellbeing Strategies</i></li> <li><i>– Health impact assessments</i></li> <li><i>– Cycling and Walking Investment Plans</i></li> <li><i>– Green infrastructure Plans</i></li> </ul>	<i>Development of studies and exemplars of active environments demonstrating a co-ordinated and holistic approach to the design and operation of streets, neighbourhoods and public open spaces which are promoted and supported by policies, standards and planning of infrastructure</i>

<i>Feasibility Studies for leisure facility development including capital delivery and revenue modelling</i>	<ul style="list-style-type: none"> <li>– Support funding bids</li> <li>– Inform/assess planning applications (in line with para 99 of the NPPF)</li> </ul>	<i>Engaging with local communities to develop policies which place emphasis around sport, physical activity and health</i>	<i>Review and update Sport England Guidance documents and tools related to Active Environments, such as but not limited to, Active Design Guidance.</i>
<i>Options Appraisals</i>	<i>Supporting the development and update of guidance on and related to assessing needs.</i>	<i>Running of workshops to explore policy development</i>	
<i>Business Planning</i>		<i>Applying assessments of need and related plans/strategies and/or carrying out bespoke research to inform and support the development of policies</i>	
<i>Defining key performance indicators and data capture methodology</i>		<i>The development of national policy work or provision of guidance or other materials to support Active Environments work</i>	
<i>Supporting local authorities in the procurement of new, or review of existing, leisure operating arrangements based on the delivery of strategic outcomes</i>		<i>Undertaking planning application and planning policy work, including assessing and responding to planning application and policy consultations, preparation of development briefs and preparation of planning applications</i>	
<i>Leisure management options appraisals, procurement evaluation, and development of procurement strategies using</i>			

<i>strategic outcome planning principles</i>			
<i>Leisure facility business planning including shadow bids and affordability assessment</i>			
<i>Project management of the procurement process in accordance with Public Procurement Regulations and OJEU</i>			
<i>Preparation of tender documentation including Standard Selection Questionnaire, Invitation To Tender, Specification and Leisure Operating Contract</i>			
<i>Preparation and development of evaluation processes</i>			
<i>Preparation of contractual documentation</i>			
<i>Attendance at meetings / site visits / delivery of workshops to support tender process</i>			
<i>Contract monitoring and review at key points during a term to feedback and provide support to local authorities and Sport England</i>			
<i>Working with and interfacing with other Sport England Frameworks</i>			

## Do you have lists of the providers on each lot?

<b>Provider Name</b> <i>Please note, these are not the ranked positions of consultants – alphabetical list provided.</i>	<b>Lot A – Strategic Outcomes Planning and Leisure Services Delivery</b>	<b>Lot B – Assessment of Need</b>	<b>Lot C – Town Planning Services</b>	<b>Lot D – Urban Design Services</b>
AFLSP Ltd				✓
Bennett Leisure & Planning Ltd		✓		
Continuum Sport & Leisure Ltd	✓	✓		
David Lock Associates Limited			✓	✓
FMG Consulting Ltd	✓			
Knight, Kavanagh & Page	✓	✓		
Land Use Consultants			✓	✓
LA Architects Ltd				✓
Max Associates Ltd	✓	✓		
My Leisure Consultant Limited	✓			
Place Services				✓
RPT Consulting Limited	✓			
Steer Davies				✓
Stuart Todd Associates Limited		✓	✓	
Strategic Leisure Limited	✓			
Strategic Sport Consultancy	✓			
Tetra Tech Limited		✓	✓	

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The Sport, Leisure and Culture Consultancy Ltd	✓			
The Sports Consultancy Ltd	✓	✓		

## Will this be a very complicated process to appoint a consultant?

Not at all. The process to appoint consultants has been made purposefully simple while maintaining compliance. You have two choices:-

- Direct Award – For commissions < £10,000
- Mini-Competition – With very flexible procedures to ensure compliance with an understanding of your own needs

## How do we use the direct award process?

1. Sign the access agreement
2. Select appropriate consultant
  - a. Capability check
  - b. Capacity check
  - c. Geographical Coverage

***For further guidance on direct award process, please see the User Guide***

## Have you got tools to support us running a mini-competition?

*Yes! Everything you need is accessed through our web page and designed to be fully compliant while maintaining simplicity and speed of appointment. There are even resource schedules set out to support pricing and example method statement questions so that you get bespoke responses to questions that are relevant to the commission.*

## Do you have a full pack of information that will support our internal procurement team to use this framework as a compliant way to market?

*Please see the user guide which has all the information you will need including the contract notice and contract award notice.*