

REPORT TO: CITY GOVERNANCE COMMITTEE - 23 SEPTEMBER 2024

REPORT ON: LEISURE MANAGEMENT SOFTWARE

REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES

REPORT NO: 233-2024

1.0 PURPOSE OF REPORT

1.1 To recommend contract arrangements for the provision and licensing of Leisure Management software.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee:

- (a) agree to the renewed purchase of Leisure Management software for a one-year period; and
- (b) remit the Senior Service Manager IT, to purchase Gladstone Leisure Management software and licenses.

3.0 FINANCIAL IMPLICATIONS

3.1 The total projected cost of the renewal is £73,179 for a one-year contract. Approximately £22,000 of this will be recharged to Leisure and Culture Dundee and the balance met from within existing IT revenue budgets.

4.0 BACKGROUND

4.1 This report supports the Council's IT Strategy which was approved at the City Governance committee on 4 March 2024 (Article VIII of the meeting of City Governance refers). The Council's IT strategy sets out to deliver secure, robust, and affordable IT platforms. Helping to enable digital services, mobile and flexibly accessible services through a cloud first approach.

4.2 Leisure Management software is currently provided by Gladstone Software and a jointly managed and administered system is used by both Dundee City Council and Leisure and Culture Dundee. This is a specialised system that has been used for many years to meet leisure management requirements.

4.3 Use of the software is essential in the delivery of leisure facilities at 19 sites across the city. The system is also used for the booking of football pitches and facilities within schools and community centres.

4.4 Without this software both Dundee City Council and Leisure and Culture Dundee would experience significant operational difficulties in the management and delivery of leisure facilities to the citizens of Dundee. To allow continuity of service and for future strategy to be developed a one-year extension to the current contract is required.

4.5 A market review has been carried out and no alternative system has been identified that would support the service as well as the Gladstone application. Gladstone are currently renewing some of the software products that we are licensed to use. The changes are being investigated while further market evaluation is carried out.

4.6 A review of the current licensing has been carried out to minimise the license costs. The license can be extended for a minimum of 12 months. This period is required to complete the market review and further assess the requirements of Leisure and Culture Dundee. There will be an option to provide 3 months written notice to terminate any element of the contract within the 12-month extension period.

4.7 During the course of the next year a sourcing strategy will be developed for the long-term solution. A report will be brought back to committee once the long-term strategy has been completed for the leisure management system.

5.0 POLICY IMPLICATIONS

5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

6.0 RISK ANALYSIS

6.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge:

Key Risks			
Description of Risk	Probability (L/M/H)	Impact on DCC (L/M/H)	Actions required to manage Risk
Commercial Risk – That either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low	Low	Costs and requirements are known as the supplier is the incumbent provider.
Technical Risk – This concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification	Low	Low	System is already in place and working.
Performance Risk – This concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits	Low	Low	Only supply of licenses
Contractual Risk – Being able to remedy the 's shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Low	Low	Extension to existing contract.
Procurement Risk – where a procurement is found unsound in law, through the public procurement rules	Low	Low	Existing framework will be used.
Overall Contract Risk			

7.0 CONSULTATIONS

7.1 The Council Leadership Team were consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

8.1 None.

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1 SEPTEMBER 2024