

**ITEM No ...11.....**

**REPORT TO:** FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE  
COMMITTEE – 20 NOVEMBER 2023

**REPORT ON:** LAWN TENNIS ASSOCIATION PARKS IMPROVEMENT PROGRAMME

**REPORT BY:** EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

**REPORT NO.** 323-2023

**1. PURPOSE OF REPORT**

1.1 This report requests authorisation to appoint the Lawn Tennis Association’s approved contractor for the upgrade of Dundee City Council’s tennis courts.

**2. RECOMMENDATIONS**

2.1 It is recommended that approval be given for the project below at: -

| <b>Project Description</b>                            | <b>Contractor</b>                           |
|-------------------------------------------------------|---------------------------------------------|
| <b>Upgrade of Dundee City Council’s Tennis Courts</b> | <b>Sportex / CIA Fire and Security Ltd.</b> |

**3. FINANCIAL IMPLICATIONS**

3.1 The Executive Director of Corporate Services has confirmed that funding for the above project is available through a grant award from the Lawn Tennis Association’s Parks Improvement Programme. Ongoing maintenance costs will be contained within existing revenue budgets.

**4. MAIN TEXT**

4.1 Reference is made to Item VI of the Minute of the Meeting of Neighbourhood Services Committee on 12 June 2023 regarding the Lawn Tennis Association (LTA) Parks Improvement Programme report [157-2023](#) refers, where there was agreement to progress a Partnership Agreement between Dundee City Council and Tennis Scotland to support the upgrade of the Council’s external tennis courts by direct funding provided by the LTA. The Executive Director of Neighbourhood Services was remitted to take forward the process.

4.2 As a result of this process, Dundee City Council has been awarded £164,268.84 by the LTA which will fund bespoke upgrades to all public tennis courts including treatment of surfaces, repainting court surfacing and lines, infrastructure works to fencing and installation of smart gates. These improvements have been recommended by the LTA and will bring all Dundee City Council courts up to a standard consistent with LTA values.

4.3 To facilitate the procurement of the tennis court upgrades, the LTA have followed a compliant process following PCR 2015 guidelines. This process has resulted in a procurement framework with Sportex being awarded the contract lot for Scotland and Northern England to supply court upgrades. More information can be found here: [LTA - Parks Improvement Programme - Constructors - Find a Tender \(find-tender.service.gov.uk\)](#)

4.4 As part of the procurement exercise outlined above, CIA Fire and Security Ltd have been appointed by the LTA as preferred access gate suppliers. More information can be found here: [LTA "Gate Locks Framework" - Find a Tender \(find-tender.service.gov.uk\)](#)

- 4.5 The LTA frameworks have been procured to provide cost and delivery efficiencies due to the specialist nature of the works. The frameworks have been designed to meet all relevant procurement regulations that apply to England, Scotland and Wales.
- 4.6 Under the LTA prescribed funding process, the contract and orders for court upgrades and access gate installation are to be issued by Dundee City Council. The contract for court upgrades will be between Dundee City Council and Sportex, with the Council placing the orders for gate installation with CIA Fire and Security Ltd.
- 4.7 For court refurbishment, Henry Riley Consultants Ltd (LTA appointed Quantity Surveyors) will prepare the contract for issue to the contractor. For the gate element of the programme, the LTA will prepare the order form which will act as the building contract. This order form will confirm costs and be sent by the Council to CIA Fire and Security Ltd. The management of the contracts for both the court upgrades and gate installation will be overseen by Henry Riley Consultants Ltd. The overall project management process will be the responsibility of the LTA. Dundee City Council will be required to attend a pre-start meeting and are welcome to attend subsequent meetings.
- 4.8 On practical completion or agreed interim valuations, as overseen by Henry Riley Consultants Ltd, the LTA will transfer the grant funding to Dundee City Council for payment to the contractor Sportex / CIA Fire and Security Ltd. The Council are not liable for fees associated with the contract management as this cost is fully covered by the LTA.
- 4.9 The terms and conditions of the grant and LTA procurement route have been assessed by officers, who have concluded that Dundee City Council can robustly accept the terms and conditions of the grant and that the procurement route is compliant.
- 4.10 Alongside the physical improvements and as report 157-2023 refers, officers are progressing a partnership agreement with Tennis Scotland to manage access to the courts and develop playing programmes, including tennis for free. The partnership agreement will be concluded shortly.

## **5. 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. CONSULTATIONS**

- 6.1 The Council Leadership Team have been consulted on the preparation of this report and agree with its contents.

## **7. BACKGROUND PAPERS**

- 7.1 None.

Elaine Zwirlein  
**Executive Director of Neighbourhood Services**

Tony Boyle  
**Head of Environment**

Date:17 October 2023

| <u>CLIENT</u>              | <u>NEIGHBOURHOOD SERVICES</u>                                      |                           |                        |             |
|----------------------------|--------------------------------------------------------------------|---------------------------|------------------------|-------------|
| PROJECT NUMBER             | N/A                                                                |                           |                        |             |
| PROJECT DESCRIPTION        | Upgrade of Dundee City Council's Tennis Courts                     |                           |                        |             |
| ESTIMATED START DATE       | January 2024                                                       |                           |                        |             |
| COMPLETION DATE            | March 2024                                                         |                           |                        |             |
| TOTAL COST                 | <b>£164,268.84</b>                                                 |                           |                        |             |
| FUNDING SOURCE             | LTA Parks Improvement Programme                                    |                           |                        |             |
| BUDGET PROVISION & PHASING | External Funding                                                   |                           |                        |             |
| ADDITIONAL FUNDING         | All costs of the upgrades are fully contained within funding award |                           |                        |             |
| REVENUE IMPLICATIONS       | There are no major issues                                          |                           |                        |             |
| POLICY IMPLICATIONS        | None                                                               |                           |                        |             |
| TENDER                     | <b>Contractor</b>                                                  | <b>Procurement Method</b> | <b>Quality Ranking</b> | <b>Cost</b> |
|                            | Sportex                                                            | LTA (Framework)           | N/A                    | N/A         |
|                            | CIA Fire and Security Ltd.                                         | LTA (Framework)           | N/A                    | N/A         |
|                            | <b>Grant offer £164,268.84</b>                                     |                           |                        |             |
| RECOMMENDATION             | Acceptance of offer                                                |                           |                        |             |
| SUB-CONTRACTORS            | None                                                               |                           |                        |             |
| BACKGROUND PAPERS          | None                                                               |                           |                        |             |

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