Appendix 2

Community Consultation – review of Harlow’s paddling pools

Harlow Council is looking to work with a company to carry out a community consultation exercise as part of a review of the town’s paddling pools.

1. Background

The Council runs five very popular free-to-use outdoor paddling pools in the six week summer holidays. In addition the Council runs a small splash park. In June 2018 the council announced plans to gradually replace the paddling pools with new splash Parks which will be built on the existing sites. The Council has allocated funding towards the plans with further funds to be allocated in the future should it be required.

It is proposed that the new Splash Parks would be built in a staged replacement programme over the next two years. They will be open to the public for longer than the current six week summer holiday period, they will have lower maintenance and running costs than the paddling pools and provide a safer alternative to the current concrete pools.

The existing paddling pools are much-loved by the community and are considered to be part of Harlow’s heritage. Following the Splash Parks announcement there was some public opposition to the plans on social media with residents wishing to keep the pools as they are. There was also public support for the plans and many ideas and suggestions shared with the Council.

A petition opposing the plans, which was signed by 1,549 people, was submitted to the Council and considered by Councillors in September 2018. Following a debate, there was cross-party agreement to review the options for the paddling pools and splash park across the town.

The Council is now carrying out a Scrutiny Committee review to explore options on the existing five paddling pools and one Splash Park in Harlow. The objectives of the review are:

- To gain an understanding of the operation of the five existing paddling pools and one splash park.
- To gain an understanding of any Health and Safety implications.
- To gain an understanding of costs associated with improvements or the replacement of the five existing paddling pools and one splash park.
- If appropriate, to make recommendations to the Cabinet and the Council for changes and improvements to the existing five paddling pools and one splash park to enhance experience for users of the pools and reduce risk.
2. Purpose and approach of the community consultation and deliverables

As part for the review the Council wants to consult and engage residents. The Council is clear that it wants to enhance the pools and not close or reduce the service. However, there are lots of issues to consider not just the wants and needs of residents. It is important that the council gets the views and ideas of residents of what they would like to see so this can be considered as evidence for the review. The consultation should include a variety of ways residents to take part and have their say and must include consultation with hard-to-reach groups.

Due to the likely nature of the consultation and the wide range of potential consultees, the council is particularly interested in using a Citizens assembly type approach to all or part of the consultation, to allow for open discussion and questioning using random sampling with a representative assembly with a diverse membership.

Of particular importance to this commission is engagement and consultation with the young people of Harlow with an expectation that a range of young people will have an opportunity to give their views. This includes but is not limited to local schools, the college and Harlow Youth Council.

The company’s role will be to:

- Manage the community consultation /citizens assembly exercise on the Council’s behalf: propose timescales, methods of consultation and define the consultation objectives
- Work with the Council to communicate the consultation
- Manage a range of consultation activities to gather the views of residents
- Report the findings back to the project team and Scrutiny Committee

The company will report to the paddling pool review project team and it is proposed that the company will outline its initial thoughts and recommendations for the consultation at the Scrutiny Committee’s meeting early in the 2019 municipal year.

Contract value is not expected to exceed £10,000.

3. Submission of tender proposals

Prospective consultants are requested to provide a hard copy written fee proposal, along with an electronic copy. The fee proposal should incorporate the following:

- The proposed methodology to achieve the specification requirements which are set out above, including a project plan with a timeline and key milestones identified.
- This should include names of all staff working on the project, their day rates and CVs, qualifications and track record on at least two similar example projects. These examples should aim to illustrate both local experience and relevant technical expertise. A lead contact must be identified and bidders should state how they would deliver the commission, should the lead contact need to change.

- A fixed fee for the whole commission should be provided. This should be broken down into the key stages of the project as required to satisfy the required outputs and deliverables. The fee should include all relevant costs such as costs of travel, subsistence and any other anticipated costs. There will be no separate payments made in addition to the fixed fee stage payments.

- Full details of any aspects of the services that are proposed to be contracted out.

- The bidder must identify any potential conflicts of interest and declare that there is no conflict of interest with a third party or other study that would compromise the services provided.

- Contact details (including phone/ email) for two referees from similar commissions and provide details as to how these commissions were successfully achieved.

- Written confirmation that the consultant has public indemnity, public liability and employers’ liability insurance that meets HDC’s required standards.

- Contact details (email and phone number) for the main contact at the consultancy;

Please note that HDC may seek proof of financial standing prior to appointment.

4. Submission & Appointment Timetable

- Tender out: XXX
- Tender submission deadline: XXXX
- Potential interview dates (if considered necessary by client): likely to be between XXX
- Inception Meeting: likely to be week beginning XXX

As outlined earlier in this Brief, Harlow Council requires feedback and recommendations by no later than XXXX

5. Budget & Payment Information

A budget of up to £10,000 is anticipated for the scope of works set out herein. This is exclusive of VAT, but shall include all anticipated project-related expenses (as defined above).

Payment will be made to the Consultant on successful completion of the key outputs as set out in the project timeline and agreed at the inception meeting.
6. Client Lead

The client lead for the contract will be XXXXX.

The senior officer providing oversight to the commission will be XXXX.

7. Awards and evaluation of contract

Submissions will be evaluated in the following way:

- Cost: 30%
- Quality of Proposal: 70%

The evaluation criteria for the bid evaluation has been designed to allow the selection of the Bid that represents the Most Economically Advantageous Tender, rather than lowest price alone, which will be the bid judged to offer the optimum combination of service capability, quality, deliverability and other areas as detailed in this document.

The evaluation criterion is split with 70% associated to ‘quality’ aspects including understanding, experience and approach, and 30% associated to ‘cost’ as detailed below
8. Further reading

- Five new free-to-use splash parks to be built around Harlow - Council press release June 2018 - https://www.harlow.gov.uk/pr18-31


