

INVITATION TO TENDER

TENDER RESPONSE REQUIREMENTS

1 INTRODUCTION

- 1.1 This is an invitation to tender to provide the Services in accordance with Filton Town Council's Requirements, as detailed below. The purpose of this ITT is to set out sufficient information to enable a Tenderer to submit a Proposal to deliver the Services so as to meet the Requirements.
- 1.2 We have set out our instructions to Tenderers in this document. We may issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT as we feel necessary. If so, that further documentation will also form part of the ITT and will add to or amend the ITT to the extent stated.
- 1.3 We reserve the right to cancel the tender process at any point. We will not be liable for any costs incurred or losses suffered by any Contractor or any other party resulting from any cancellation of this tender process (without limiting any liability which cannot be limited by law).
- 1.4 In this document:

Agency Agreement means the written agreement to be entered into between Filton Town Council and a Successful Tenderer;

Confidential Information means all information in whatever form (whether in writing, electronic or digital form, disclosed verbally and whether disclosed directly or indirectly) and of whatever nature which is confidential in nature or may reasonably be considered to be commercially sensitive and which relates to the ITT, the Proposal, the Selection Procedure or otherwise to the business and affairs of Filton Town Council disclosed or supplied by Filton Town Council or any of Filton Town Council's officers, employees or professional advisors in connection with the ITT, the Proposal or the Selection Procedure, including: (a) all information acquired by observation by the Tenderer or any of the Tenderer's officers, employees or professional advisors at the offices of Filton Town Council; and (b) all analysis, compilations, studies and other documents prepared by the Tenderer which contain or otherwise reflect or are generated from the information referred to above;

Criteria means the list of criteria to be addressed by Tenderers in their Proposals, as set out in Schedule 3;

ITT means this invitation to tender including all schedules;

Filton Town Council means Filton Town Council, Elm Park, Filton, South Gloucestershire, BS34 7PS also known as "We", "Our" and "Us";

Proposal means all documents submitted by a Tenderer supporting its bid to provide the Services to Filton Town Council, as set out in the Requirements of this ITT;

Requirements means the guidelines, directions, requirements, instructions and requests (including, without limitation, the details of the Tenderer as set out in the Tenderer Questionnaire, the Services and the Criteria) as Filton Town Council may issue to Tenderers and/or Successful Tenderers from time to time;

Selection Procedure means the entire procedure conducted by Filton Town Council to appoint a Successful Tenderer for the provision of Services as set out in this ITT;

Services means the services being sourced by Filton Town Council which are detailed in Schedule 2;

Successful Tenderer means a Tenderer selected by Filton Town Council to provide the Services as a result of this ITT and the Selection Procedure;

Tender Submission Deadline is the relevant date set out in section 5.1;

Tenderer means any party who submits a Proposal in response to this ITT;

Tenderer Questionnaire means the list of questions to be addressed by Tenderers in their Proposals as set out in Schedule 1;

Term means the period of 15 years commencing upon signature of the Agreement by Filton Town Council and a Successful Tenderer, and lasting until the completion of the provision of the Services and all related obligations; and

Timetable means the timetable for the Selection Procedure as set out in section 5.

1.5 In this ITT words in the singular include the plural and vice versa.

2 BACKGROUND TO FILTON TOWN COUNCIL

- 2.1 Filton Town Council is the local authority for the town of Filton. It operates as a parish-level council and is responsible for managing local services and representing the community of Filton. The Town Council is composed of 13 Town Councillors, elected for a term of four years and are supported by administrative staff including the Town Clerk and Deputy Town Clerk. The Town Council offices are located at Elm Park Leisure Centre, Elm Park, Filton, South Gloucestershire, BS34 7PS. More information can be found on Filton Town Council's website: [here](#).
- 2.2 Filton Town Council is seeking to procure a specialist leisure operator to operate, maintain and deliver leisure services as Agent of Filton Town Council and as set out in Schedule 2. The Successful Tenderer will be responsible for operating and managing Elm Park Leisure Centre which consists of a 60-station gym, group exercise studio (150 m²), spin studio (50 m²), 25m x 11m five lane main pool, 11.5 m x 6.5m leisure pool, café, soft play and outdoor seating. There is a car park which We manage and operate. However, the Successful Tenderer is required to work with Us to ensure the security of the car park and the Elm Park Leisure Centre site generally.
- 2.3 Filton Town Council is seeking Tenderers with suitable experience to operate and maintain the facilities on behalf of Filton Town Council. This opportunity will suit Tenderers with the capability of self-operating all required elements of the service (e.g. sport and leisure service delivery and technical and facilities management) but will be prepared to consider and assess any mixed economy bid that may involve certain elements with Filton Town Council's consent.

3 ABOUT THE TENDER

- 3.1 The purpose of this ITT is to:
- 3.1.1 provide sufficient information to enable Tenderers to submit Proposals for the provision of the Services;
 - 3.1.2 set out the Requirements relating to the provision of the Services to enable Tenderers to provide Proposals which meet the Requirements;
 - 3.1.3 explain the administrative arrangements relevant to the preparation and delivery of the Proposal;
 - 3.1.4 provide a structured framework for the Selection Procedure and help ensure fairness and transparency in the evaluation of Proposals; and

- 3.1.5 set out the terms on which the Selection Procedure will be managed by Filton Town Council and the terms upon which any Proposal must be submitted.
- 3.2 Tenderers are invited to submit Proposals to provide the Services (as set out in Schedule 2), during the Term.
- 3.3 Tenderers must:
- 3.3.1 complete and submit a Proposal by the Tender Submission Deadline;
 - 3.3.2 provide full and transparent answers to the Tenderer Questionnaire; and
 - 3.3.3 provide appropriate and detailed answers to meet the requirements of the Criteria (as set out in Schedule 3).
- 3.4 In submitting a Proposal, Tenderers must demonstrate the extent to which they have or will satisfy the Criteria and the Requirements. Subject to section 11, Filton Town Council will evaluate Proposals on this basis.

4 COMMUNICATIONS

- 4.1 We will, where reasonably possible (and in accordance with the Timetable), answer reasonable questions or provide additional information reasonably requested by Tenderers at any time during the Selection Procedure with respect to the contents of this ITT. Such questions must be addressed in writing by email to town.clerk@filtontowncouncil.gov.uk and cc. deputy.clerk@filtontowncouncil.gov.uk and governance.officer@filtontowncouncil.gov.uk.
- 4.2 We will attempt to respond to all questions within 3 working days of receipt of such questions and in such a form as it considers appropriate. We shall, in Our discretion, make Our response to any questions from any Tenderer available to all parties without (so far as reasonably practicable) revealing the identity of the enquiring party.
- 4.3 We may not be able to provide responses and/or additional information to all questions, and We shall not be able to do so if such requests are sent less than 4 working days before the Tender Submission Deadline.

5 TIMETABLE

- 5.1 The key dates for the ITT process are set out in the table below:

Action	Date
Tender Opens:	24 th August 2026
Tender Submission Deadline:	28 th September 2026
Notification by Filton Town Council of the Tenderers selected to proceed to the next stage (the shortlist):	6 th October 2026
Presentations (if required): (Tenderers to visit site prior to decision)	13 th October 2026
Notification by Filton Town Council of the Tenderers selected to proceed to the next stage (second shortlist) (if required):	19 th October 2026
Appointment of Successful Tenderers:	20 th October 2026

Issue of draft Agency Agreement:	2 nd November 2026
Submission of comments and amendments to the draft Agreement by Tenderers:	9 th November 2026
Submission of final pricing proposals (if required):	9 th November 2026
Circulation of final draft Agency Agreement:	24 th November 2026
Service Launch:	1 st December 2026

- 5.2 We reserve the right, at Our sole discretion, to extend or modify the above Timetable, and will endeavour to give Tenderers reasonable notice of any such extension or modification.

6 FORMAT OF PROPOSALS

- 6.1 Tenderers must complete and attach all applicable documents to support their Proposal in accordance with the Requirements, as well as attaching all necessary or required supporting information, and return these with the Proposal by no later than the Tender Submission Deadline. We reserve the right to exclude any Tenderer that does not submit a complete Proposal on or before the Tender Submission Deadline.
- 6.2 Proposals must be submitted by email in PDF format.
- 6.3 Proposals must be submitted to office@filtontowncouncil.gov.uk [and cc.] deputy.clerk@filtontowncouncil.gov.uk and governance.officer@filtontowncouncil.gov.uk with Leisure Agency Agreement in the subject line.
- 6.4 Please note that the deadline for submissions is **28th September 2026. It will not be possible to submit responses after this deadline.** We will not be responsible for any technical or practical issues that result in any Tenderer's bid not being acknowledged as received before the deadline.
- 6.5 All Proposals must comply with the following requirements:
- 6.5.1 the Proposal, and all documentation and correspondence relating to this ITT, must be written in English;
- 6.5.2 the Proposal must:
- (i) contain detailed responses to each of the questions set out in Schedule 1 of this ITT;
 - (ii) contain a detailed response describing how the Tenderer intends to meet each of the Requirements;
 - (iii) not include embedded documents or website links; and
 - (iv) not include (or reference) any generic promotional materials.
 - (v) Provide a signed cover letter from a company director
- 6.6 Filton Town Council welcomes Proposals that are concise, show a clear understanding of the issues and are supported by relevant information. We will only evaluate relevant material.

7 SELECTION PROCEDURE

7.1 The Selection Procedure shall consist of:

- 7.1.1 a technical evaluation of each Proposal based on the extent to which the Tenderer is able to provide the best and/or most appropriate Services to suit the Requirements and meet the Criteria;
- 7.1.2 a financial evaluation of each Tenderer and each Proposal, including the extent to which the Tenderer is able to secure or offer the best possible prices for the Services;
- 7.1.3 an evaluation of the Tenderer's suitability, experience and qualifications as well as the organisational structure and infrastructure proposed by the Tenderer to provide the Services; and
- 7.1.4 a presentation by the Tenderer to representatives of Filton Town Council in support of the Proposal (if required).

7.2 We intend to prepare a shortlist of Tenderers in accordance with the Timetable. We may prepare a second shortlist thereafter for each remaining Tenderer to substantiate its Proposal.

7.3 We shall (at Our discretion) select the Tenderer[s] whose Proposal[s] We believe most closely satisfy[y/ies] the Requirements. The most favourable financial terms may not necessarily be a decisive factor in this respect.

7.4 Tenderers that have not been selected shall be informed in writing accordingly and We shall not be obliged to give any reason for making any such selection and/or rejection.

7.5 The appointment of a Successful Tenderer is subject to the conclusion of the Agency Agreement.

7.6 The Agency Agreement shall be prepared by Us (unless notified otherwise).

7.7 The Agency Agreement will be submitted in draft form to each of the Tenderers remaining in the process at the date specified in the Timetable. Each Tenderer may submit reasonable amendments to the draft Agency Agreement, which We at Our discretion, may decide to accept or reject. The draft Agency Agreement will then be issued for a final time to all the remaining Tenderers.

7.8 The remaining Tenderers will then be invited to submit their final pricing based on the final issued draft Agency Agreement.

7.9 Once the final evaluation process is completed, we will advise the Successful Tenderer[s] of their proposed appointment.

7.10 Successful Tenderer[s] shall sign the Agency Agreement within 30 days following notification of their proposed appointment in accordance with section 7.9.

7.11 We reserve the right, at any time and at Our discretion, to accept or reject Proposals, to pursue negotiations with any number of Tenderers, or to withdraw from negotiations at any time.

8 [TRANSFERRING EMPLOYEES]

8.1 [The Tenderer should be aware that is it likely that the award of any Agency agreement pursuant to this ITT process will give rise to a relevant transfer within the meaning of Regulation 3(1) of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (the Regulations). The Tenderer is therefore invited to consider its Proposal on the basis that the effect of the Regulations will be that all the current service provider's rights, powers, duties and

liabilities under or in connection with the contracts of transferring employees will transfer automatically to the Successful Tenderer with effect from the date of any transfer.]

9 CONFIDENTIALITY

- 9.1 Tenderers (and prospective Tenderers) agree to keep confidential at all times, whether during or after the Selection Procedure, the Confidential Information and to take all necessary steps to preserve the confidentiality of such Confidential Information including, without limitation, by disclosing relevant material to their employees or agents only on a strictly 'need to know' basis and only for the purpose of the Selection Procedure and on the basis that they maintain the confidentiality of the Confidential Information. Tenderers must not distribute externally or publish any Confidential Information provided by Us in connection with this ITT (save where required by law).
- 9.2 No prospective Tenderer or Tenderer is entitled to make any announcement relating directly or indirectly to this ITT or to its Proposal. Each such Tenderer acknowledges and agrees that Filton Town Council shall have the sole right to make any announcement in relation to this ITT and/or the selection of a Successful Tenderer.
- 9.3 The Tenderer must not discuss any aspect of this ITT with any third party (including its sub-contractors, business partners and its advisors) without the prior written consent of Filton Town Council.

10 [APPROACH TO [E.G. SUSTAINABILITY, EQUALITY, DIVERSITY AND INCLUSION ETC.]]

- 10.1 Tenderers must ensure that they are familiar with Filton Town Council's approach to, and policies on [eg sustainability, equality, diversity and inclusion etc] (further details are available on Our website).
- 10.2 A Successful Tenderer will be expected to demonstrate its commitment to [eg sustainability, equality, diversity and inclusion etc].

11 GENERAL TERMS AND CONDITIONS

- 11.1 By agreeing to receive and/or by responding to this ITT, each Tenderer accepts and undertakes to comply with the following terms and conditions:
- 11.1.1 We reserve the right to change any aspect of, or terminate, the ITT or Selection Procedure at any time.
- 11.1.2 We are not bound to accept any Proposal or award, or to enter into any contract whatsoever as a result of the ITT.
- 11.1.3 We may ask for such further information, guarantees and/or documents We deem necessary in relation to any Proposal at any time and any such further information, guarantee and/or document may be used at any point in the Selection Procedure by Us to evaluate a Proposal.
- 11.1.4 We may, at Our discretion, waive any of the conditions and requirements set out in this ITT in respect of any or all of the Tenderers. Tenderers will be evaluated on the overall merits of their Proposals and Successful Tenderers may not have satisfied all conditions and Requirements and may not offer the most attractive financial terms.
- 11.1.5 All Proposals constitute an offer that cannot be amended after the date of submission (unless requested by Us).
- 11.1.6 Nothing contained in this ITT, nor any other communication made by or on behalf of Filton Town Council or its representatives, shall constitute an offer capable of becoming a contract between Us and any prospective Tenderer for the supply of the Services (except for the formal award of the Agency Agreement made in writing by

Us. Subject to sections 9 and 11 which are legally binding on Us and the Tenderer, receipt of this ITT does not imply the existence of a contract or commitment by or with Us for any purpose, and the Tenderer should note that this ITT may not result in the award of any business and is not intended to create legally binding relations.

- 11.1.7 The information contained in this ITT is subject to updating and amendment in the future and is necessarily selective. It does not purport to contain all the information which the Tenderer may require. Filton Town Council does not make any representation or warranty as to the accuracy or completeness or otherwise of this ITT or the reasonableness of any assumptions on which this document may be based. All information supplied by Filton Town Council to the Tenderer, including that contained in this ITT, is subject to the Tenderer's own due diligence. Filton Town Council accepts no liability to Tenderers whatsoever and however arising and whether resulting from the use of this ITT, or any omissions from or deficiencies in this document. The exclusions in this section do not extend to any fraudulent misrepresentation made by or on behalf of Filton Town Council.
- 11.1.8 The Proposal, including all costs, must remain valid and open for acceptance for a period of at least 120 days from the Tender Submission Deadline.
- 11.1.9 All costs incurred by the Tenderer in connection with participation in this ITT, including without limitation preparation of the Proposal, shall be borne by the Tenderer, and Filton Town Council shall not in any circumstances be liable for any such costs, including if the ITT process is terminated or varied in any way by Filton Town Council.
- 11.1.10 Without prejudice to any remedies available to Filton Town Council and without prejudice to any civil or criminal liability (which such conduct by Tenderers may attract), if Filton Town Council considers, in its absolute discretion, that there has been collusion between any of the Tenderers to this ITT, the relevant Tenderers may be disqualified. Filton Town Council's decision in this matter shall be final.
- 11.1.11 Each Tenderer warrants, represents and undertakes to Filton Town Council that all information provided, and representations made to Filton Town Council during the Selection Procedure (including, without limitation, all information and representations contained in the Proposal) are true, accurate and not misleading. If, after submitting its Proposal, there is any change in the Tenderer's circumstances which may substantively affect such information or representations made to Filton Town Council, then the Tenderer shall promptly notify Filton Town Council in writing setting out the relevant details in full. If Filton Town Council considers that any Tenderer is or is likely to be in breach of this clause 11.1.11, then Filton Town Council shall be entitled to withdraw from any further co-operation with the Tenderer without any requirement to give notice, without any liability to such Tenderer, and without prejudice to Filton Town Council's rights and/or remedies arising under law.
- 11.1.12 Each Tenderer acknowledges that all intellectual property rights of Filton Town Council remain the sole and exclusive property of Filton Town Council. Furthermore, any materials provided by Filton Town Council to the Tenderer(s) (or prospective Tenderer(s)) shall belong exclusively to Filton Town Council.
- 11.1.13 Each Tenderer undertakes and warrants that its Proposals is original and does not infringe the rights of any third parties.
- 11.1.14 Each Tenderer acknowledges that on any occasion on which Filton Town Council exercises its discretion (whether express or implied), the exercise of the discretion is sole, absolute and unfettered.
- 11.1.15 This ITT, any negotiations and any subsequent Agency agreement formed as a result and any dispute or claim arising out of, or in connection with, it, its subject matter or formation (including any non-contractual matters, disputes or claims) will be subject

to the law of England and Wales and both parties will be required to submit to the exclusive jurisdiction of the Courts of England and Wales.

11.1.16 In consideration of Filton Town Council receiving and reviewing the Proposals, Tenderers confirm and agree that they have read, understood and accepted the terms and conditions set out in this ITT, which takes precedence over any provisions contained in the Proposal or other communications.

SCHEDULE 1: TENDERER QUESTIONNAIRE

Filton Town Council will treat the following information as confidential:

1 GENERAL INFORMATION

Questions	Details
Tenderer's full name, registered address and company registration number (if applicable)	
Tenderer's contact details including telephone number, email address and website address.	
Legal status of Tenderer	
Brief summary of Tenderer's organisation including information about its core operations and the number of years it has been providing similar services to other organisations.	
Details of individuals within the Tenderer who will be the main contact(s) for Filton Town Council and their role	
Details of two professional referees (who have been clients of the Tenderers within the last 2 years	
Details of any proposed sub-contractors/sub-agents (including details of the service they shall provide and experience of working with the Tenderer)	

2 SERVICE SPECIFIC INFORMATION

Question	Details
Please outline the services offered by your organisation which are relevant to the scope of this ITT	
Describe your organisation's relevant experience by providing details of current or completed contracts, providing contact details for referees wherever possible.	

Please also indicate any specific challenges overcome in the delivery of these contracts and any measurable benefits to clients.	
What relevant qualifications, certifications etc. does the Tenderer hold which are relevant to the Services?	
Proposed structure of meetings with Filton Town Council	
Details of how the Tenderer proposes to deliver and agree any items which are subject to annual review or update e.g. KPIs, training requirements, annual strategy/review meetings etc.	
How does the Tenderer envisage the handover taking place?	
How does the Tenderer envisage supporting Filton Town Council to increase participation in sport and physical activity?	
How will you ensure the Leisure Centre and its facilities are accessible to all members of the community?	
Details of your proposed programme of exercise, fitness and swimming classes and activities and how you will ensure these remain dynamic, inclusive, and responsive?	
Details of your proposed website and booking system (with relevant examples)	
Details of how you will work with schools and clubs (both existing and non-existing) to ensure regular use of the facilities.	
Details of how you will carry out sufficient monitoring and reporting including on complaints, customer feedback outcome and website/booking system performance, customer use and visit behaviour.	
Details of how you will work with Filton Town Council to ensure the security of the site, including the car park	
Details of your proposed food and beverage service	
Details of marketing, research and communication to promote Elm Park Leisure Centre and its facilities	

Details of any staff training programme specific to the service.	
Details of how staff will be trained in relevant Filton Town Council policies and procedures	
Details of how the Tenderer proposes to work together with Filton Town Council to deliver the Services.	
Please provide a description of the approach to anticipating, responding to and managing change and examples of how innovation and continuous improvement have been successfully applied in other contracts, with details	
Please provide a description of any proposed innovation to be applied to the Services	

3 PRICING AND FINANCIAL INFORMATION

Question	Details
Please provide a breakdown of the headings and units which you consider relevant to pricing these Services. Please note any items which are optional or where different pricing applies based on volume or other factors.	
Please identify and describe any potential cost savings that may be applied.	

4 RECORDS AND OTHER INFORMATION

Question	Details
The Tenderer shall demonstrate its ability to manage a professional Health and Safety system and execute the Agent's Services in a safe manner. Please provide a detailed methodology for the following: How you will create and maintain a safe working environment for your staff, members and other users of the facilities in compliance with the Health and Safety at Work Act 1974 and other current safety legislation, regulations, codes of practice and best practice	

Monitoring and management of all first aid resources	
Please provide a description of how the performance of the Services shall be audited and monitored	
Please detail the measures the Tenderer takes or proposes to take in relation to safeguarding and provide a description of your approach.	
Please provide a description of your approach to environmental management with regard to the Agreement	
Please describe how you would support and cooperate with Filton Town Council during major incidents on and off the premises throughout the contract.	
Please include here any other information which you would like to bring to the Filton Town Council's attention. Please provide 2 years of company accounts that have been submitted to HMRC as well as any significant financial events of the last 12 months The council has the right to undertake background checks.	

SCHEDULE 2: SERVICES

Filton Town Council is seeking to procure a specialist leisure operator to operate, maintain and deliver the leisure services as Disclosed Agent of the Council as set out in this Schedule 2.

The scope of the services, activities and inputs that the Successful Tenderer will be responsible for in its capacity as Disclosed Agent of the Council can be summarised as:

Operational Management

- Management of day-to-day operations of Elm Park Leisure Centre and its facilities including staffing, scheduling and customer service support.
- Coordination of all activities and events held on-site, ensuring adherence to health and safety regulations.
- Administration of memberships and visits ensuring effective communication protocols are in place to maintain excellent customer experience.
- Ensure Elm Park Leisure Centre and its facilities are accessible to all members of the community.
- Maintain existing partnerships and programmes including with local clubs and schools who regularly use the facilities.
- Work with Filton Town Council to ensure the security of the site, including the car park.
- Operation and management of the café ensuring a high-quality, value-for-money food and beverage service offering nutritious options, with a limited range of high-salt, sugar, and saturated fat items.

Facility Maintenance

- Routine cleaning and sanitation of Elm Park Leisure Centre and its facilities, including gym areas, swimming pools, fitness studios, changing areas, reception and common areas, meeting agreed service levels (e.g. gym areas cleaning and inspections x2 [insert] times daily).
- Maintenance and inspection of equipment essential to operations such as gym machinery, swimming pool systems, air conditioning units and safety equipment.
- Repairs to Elm Park Leisure Centre and its facilities for damage that hampers its normal function (up to an amount of £1500 without separate approval from Filton Town Council).

Safety, Compliance and Reporting

- Implementation and ongoing monitoring of health and safety protocols, including risk assessments and staff training on incident management and emergency response.
- Ensuring compliance with relevant statutory safety regulations, including the Health and Safety at Work Act 1974 and related fire safety requirements.
- Implementation of appropriate safeguarding practices.
- All H+S certification to be shared with FTC and updated monthly

Customer and Member Services

- Administration of customer registration, member onboarding processes and prompt assistance in responding to any customer or member queries or complaints.
- Ensure that there is an appropriate website and booking system in place.
- Implementation of a complaints resolution procedure.
- Minimum of quarterly reporting

Event Hosting and Coordination

- Organisation and management of special events including community engagement initiatives.
- Coordination of logistics, event safety arrangements and operational execution tailored to bespoke event requirements.
- Support FTC event in EPL/Elm Park

Data Management

- Maintenance of customer membership and user records in compliance with UK data protection law and any other relevant laws.
- Secure retention, destruction or return of personal data upon termination of the Agreement, maintaining all statutory and contractual obligations.
- Monitoring and reporting on complaints, customer feedback, website/booking system performance, customer use and visit behaviour.
- Data to be shared/owned by FTC

Training and Staff Development

- Provision of regular staff training programmes, including health and safety, first aid, handling complaints, safeguarding and professional development for leisure specific roles such as lifeguards and maintenance personnel.
- Report on staffing quarterly and implement real living wage.

Marketing and Promotion

- Carry out appropriate marketing, research and outreach to promote Elm Park Leisure Centre and its facilities to the community and surrounding areas.

Handover

- Assist Filton Town Council with the handover of the Services.

SCHEDULE 3: CRITERIA

All Proposals must meet the following key criteria:

Please refer to service spec document.