

Diocesan Education Service

Summary of supporting services

Sports and Play Consulting Limited

Sports and Play Consulting (SPC) works with schools and councils across England, primarily in the Midlands and South West, in relation to any procurement and project management requirements involving a Multi-Use Games Area (MUGA) or a new outdoor playground.

With a background that goes back approximately 10 years working with and alongside suppliers that build, design and install these types of facilities, our aim is to act in the best interest of each school in terms of advice, time, risk and ultimately value for money. There are guidelines in terms of how these projects should be procured, and a high number of suppliers that vary greatly in both the quality of work and products they offer.

The two key areas that SPC provide

Phase 1: Procurement

- Our business will ensure it has a clear understanding of the objectives for the school, compiling a specific tender document for the project.
- Sports and Play consulting will:
 - Agree with the school on the brief and requirements
 - Write the tender document for the play or sports area
 - Meet with suppliers on site and follow up with any queries they raise
 - Meet with the school to evaluate the responses
 - Agree any changes or revisions to the preferred designs

Phase 2: Project Management

Sports and Play Consulting Limited can assist with the *Project Management* of the installation as often play companies do not have a resource for a Project Manager on site to manage the installation effectively.

Our role would be to provide the following support:

- Co-ordinate the contractor in terms of starting and desired completion dates
- Check of programme of works and any RAMS (risk assessment method statement)
- Attend pre-start meetings, and be on site weekly during installation
- Manage and communicate any issues that arise – delays, quality, snagging etc
- Attending handover and completion meeting, ensuring any snagging or safety issues raised (eg ROSPA) report is resolved in a timely manner before facility is open for public use

Additional General Advice

Other than the services listed above, Sports and Play Consulting can offer “informal” advice on other aspects of a project including:

- Grants and Funding
- Planning Requirements
- General Design and Play Value
- Advice on materials such as Wood versus Steel, and types of surfacing

These however are not to be considered as the core consultancy in terms of what services are provided, only added guidance and general advice.

References

Kidlington Parish (Play and Fitness - £175k total)

Rachel Faulkner: clerk@kidlington-pc.gov.uk#

“Kidlington Parish Council used Michael’s services to prepare a tender for a large playground project in the village (budget £150k). He was knowledgeable, professional and made the whole process efficient and straightforward. He led us through the whole process from tender to awarding the contract and negotiated on our behalf with the potential contractors. I would not hesitate to recommend Michael for a similar project”

Marlborough Town Council (Play- £50k)

Shelley Parker: townclerk@marlborough-tc.gov.uk

“Michael was key to moving our project forward from drawing up the specification and tender documentation, guiding our consultation, negotiating with contractors then right through to project managing the build. His experience and knowledge of how the town and parish council sector works was enormously helpful too. We’ll have no hesitation in using his services for future projects”

SPORTS AND PLAY CONSULTING LIMITED

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