

**Report of Principal Events Officer**

**Report to Chief Officer Culture & Sport**

**Date: 2 April 2014**

**Subject:** Approval for extension of contract LCC22990A for provision of event stewarding & security services

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): City & Holbeck	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. Event stewarding and security provision is a fundamental service requirement for the delivery of the council's annual cultural and events programme utilised across various departments including; Events Team, Arts & Venues, Sport & Active Recreation, Breeze Out of School Activities and Parks & Countryside
2. Following a full procurement exercise in 2012 in line with council contract procedure rules, contract LCC22990A was awarded to the highest ranked preferred service provider on an initial 2 year term from 16th April 2012 with the option to extend by a further 2 x 12 month periods
3. Due to the value of the annual contract spend (approx. £200,000) a Significant Operating Decision is required to be undertaken under the council's delegation scheme to extend the contract

**Recommendations**

1. The Chief Officer Culture & Sport is recommended to approve the extension of contract LCC22990A for the provision of event stewarding & security for a further 2 x 12 month period.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to seek approval for the extension of contract LCC22990A for the provision of event stewarding & security.

## **2 Background information**

- 2.1 Event stewarding and security provision is a fundamental service requirement for the delivery of the council's annual cultural and events programme utilised across various departments including; Events Team, Arts & Venues, Sport & Active Recreation, Breeze Out of School Activities and Parks & Countryside.
- 2.2 A full procurement exercise in accordance with the council's contract procedure rules was undertaken in 2012 with the contract awarded on a framework basis with Showsec International confirmed as the highest ranked preferred service provider.
- 2.3 The contract was awarded on an initial 2 year term from 16th April 2012 at an estimated value of £210,000 per annum with the option to extend by a further 2 x 12 month periods.
- 2.4 Whilst the contract value was initially estimated up to £210,00 per annum, the contract terms are on the basis of supply and demand as per the requirements of the council with no guarantee of the overall contract spend.

## **3 Main Issues**

- 3.1 A successful contract review has been undertaken with the current provider on the basis of a good overall performance and an agreement to honour the existing rates of the contract, subject to further negotiation if required in line with any national minimum wage increase.
- 3.2 Due to the value of the annual contract spend (up to a value of approx. £200,000) a Significant Operating Decision is required to be undertaken under the council's delegation scheme to extend the contract.

### **Consequences if the proposed action is not approved**

- 3.7 A full procurement exercise would be required to be undertaken with no provision for a new contract to be put in place for current / forthcoming events at an operational, safety and reputational risk to the council.
- 3.8 On the basis of good overall performance, there are no grounds on which the contract should not be renewed with the existing preferred provider giving rise to a potential claim.

### **Advertising**

- 3.9 As no procurement exercise will take place there are no advertising issues.

## **4. Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The councils Procurement Unit have been consulted and has advised on the legal implications of compliance under the council's contract procedure rules
- 4.1.2 All other service departments (as stated in 2.1) who utilise the contract have been consulted and have expressed no issues or concerns with regards contract performance that would affect the decision to extend the contract with the current provider

## **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 There are no significant issues.

## **4.3 Council Policies and City Priorities**

4.3.1 The contract is significant in delivering a quality and safe event experience for all persons attending events and activities organised by the council in line with the cities cultural offer / city vision for being the best city to live and offering participatory and recreational opportunities.

## **4.4 Resources and Value for Money**

4.4.1 An extension provides the best value to the council.

## **4.5 Legal Implications, Access to Information and Call In**

4.5.1 The recommendation in this report is not required to be published on the council's plan of forthcoming Key decisions. The decision to extend this contract is a Significant Operational Decision and as such is not open to call in, although the decision will be published. There are no grounds for treating the contents of this report as confidential with the council's Access to Information Rules.

## **4.6 Risk Management**

4.6.1 There would be a significant risk of reputational damage to the council for key events not being able to take place as advertised and promoted and other risks from already awarded contracts as set out in 3.7.

## **5. Conclusion**

5.1 In conclusion, this report has identified that the extension of contract LCC22990A is the most cost effective and efficient means of ensuring a safe, reliable and quality service is provided to the council in respect of the provision of events stewarding and security for annual cultural and events programme.

## **6. Recommendations**

6.1 The Chief Officer Culture & Sport is recommended to approve the extension of contract LCC22990A for the provision of event stewarding & security for a further 2 x 12 month period.

## **7 Background documents<sup>1</sup>**

7.1 There are no background documents.

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.