

Report of Head of Sport and Active Lifestyles

Report to Chief Officer Culture and Sport

Date: 8th August 2015

Subject: Procurement of support for the development and delivery of the 2016 – 18 World Triathlon Series Bid

Are specific electoral wards affected? If relevant, name(s) of ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" 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: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Leeds bid for hosting a stage of the 2016 – 18 World Triathlon Series was successful and considered outstanding by both UK Sport and British Triathlon Federation (BTF). Approval to the budget and to progress the event was given by the Executive Board on 22nd April 2015.
2. Due to the tight timescales involved in the planning of the event, it is essential that further support for the development of the bid and delivery of the event is sought to enhance the work of the project team.

Recommendations

3. The Chief Officer of Culture & Sport is recommended to approve the waiver of the following Contracts Procedure Rules: Contracts procedure rules No 8.1 and 8.2 – intermediate value procurements and award a contract to Podium Projects UK Ltd in the sum of £75,000. The contract shall commence on the 1st January 2015 and expire on the 31st December 2016.

1. Purpose of this report

- 1.1. The purpose of this report is to seek approval to waive Contracts procedure rules No 8.1 and 8.2 – Intermediate value procurements and enter into a contract with Podium Projects UK Ltd without seeking competition for a period 1st January 2015 to 31 December 2016 with a value of £75,000 to cover the 5 stages necessary within the bid.

2. Background information

- 2.1. Working with the BTF and Jonathan and Alistair Brownlee (Leeds Olympic Medalists), Leeds has been successful in being selected by the British Triathlon Federation (BTF) as the preferred host city for one of the world's most prestigious events. Being the host city has allowed the BTF to put Leeds forward to the International Triathlon Union (ITU) as their preferred city to host a leg of the World Triathlon Series: this was successful.
- 2.2. The ITU's Triathlon World Series events are now well established within the world major events circuit with the event being hosted in high profile locations around the world such as Abu Dhabi, Auckland, Gold Coast, Cape Town, Yokohama, London, Hamburg, Stockholm, Edmonton, with the Grand Final in 2015 being held Chicago.
- 2.3. Timescales to submit an initial bid to the BTF were very tight and there was strong competition from 11 other UK cities. Following consultation with the Leader of the Council, Executive Member for Digital and Creative Industries Culture and Skills and others, Leeds submitted a very robust and compelling bid as part of the initial submission.
- 2.4. Whilst final course details are yet to be confirmed the bid stood out because of the huge spectator interest that could be generated by having the elite men's and women's races (cycle and run stages) coming into the city centre and doing a number of laps; having come from Roundhay Park (for the swim) and down through the north and western part of the city en route by cycle.
- 2.5. The Leeds bid was successful and considered outstanding by both UK Sport and the BTF. Approval to the budget and contribution to host the event in 2016 was given by the Executive Board on 22nd April 2015.

3. Main issues

- 3.1. This is the first year that competitive bids have been taken for hosting the event. Therefore the number of stages was not clear in the initial phases of bidding both to the BTF and ITU.
- 3.2. The whole bid process for the event has been time limited. Initially the BTF candidate city timetable was:
 - 17 November Issue of tender documentation (Prospective cities received 28th November)
 - On-going Host city visits & meetings
 - 12 January, 12 Noon Submission deadline for city tenders (Leeds has secured an extension to 19th Jan 2015)
 - 19 January Shortlisted cities notified
 - Late January ITU Site Visits & city meetings for shortlisted cities
 - 31 January Preferred city bid selected
 - 15 March ITU Submission deadline
- 3.3. Due to the time constraints, three quotations were sought in December 2014 for the support required for the project team to enable an initial bid to be submitted. The three consultants

were contacted directly with the request to progress the stage 1 and 2 of the bid. The consultants were known to BTF as having successfully worked in the area in the past and to the Sport & Active Lifestyle Service as having worked on large events for the city. Stages 1 and 2 covered;

- Commissioning meeting
- Stakeholder and partner development
- Work programme development
- Site visits
- Bid development for the BTF to host events for 2016 – 2018

3.4. The successful bidder was Podium Projects, who were selected as the best value for money due to their availability at short notice, competitive daily rates and experience already built up through work on the Tour de France and other major events. The work on this phase 1 and 2 was ultimately successful in securing the event for Leeds.

3.5. Following the completion of Phases 1 and 2 it was identified that a further three stages were required in order to ensure the support continues for the successful delivery of the event. These were:-

(a) Phase 3: completed

- Finalizing the detail of the bid to the ITU for 2016 event
- Preparation for inspection visit to Leeds by the organizing partners
- Attendance and fact finding on behalf of Leeds at the 2015 World Series event in London
- Advice and guidance on bid issues

Phase 4: underway

- Governance and project development

Phase 5: to be confirmed

- Project delivery and support

3.6. Due to the tight timescales and as the work already completed by Podium Projects has proved successful to the bid for the delivery of the event in 2016, the decision was taken by the Chief Officer Culture and Sport to continue to contract with Podium Projects for the duration of the project, delivering all 5 project phases. Phase 3 is complete and phase 4 is underway. However, it is recognised that in order to be as open and transparent as possible and ensure compliance with the council's governance procedures, a waiver of CPRs is required.

3.7. Continuing to use Podium Projects for this scheme allows the council to continue a successful relationship that can be financially managed – they charge by the day which allows flexibility and close management of time – as well as taking advantage of the relationships built by Podium with both the BTF and ITU. To use another consultant at this point would leave the council at risk of losing the next stages of the bid due to loss of confidence from the partners and additional time it will take to develop the relationships required to drive the project on.

3.8. Whilst Leeds has secured candidate city status for the 2016 – 2018 events through the BTF, the second stage of bidding to the ITU to host the events in 2017 and 2018 still requires completing. This can only be carried out following a successful 2016 event. The focus of activity is therefore now on delivering a successful event for 2016 before the next two years can be secured.

Consequences if the proposed action is not approved

- 3.9. To not appoint Podium to deliver the final stages of the project would result in the event being of a poor quality of delivery and therefore damaging the good reputation of the city internationally for the delivery of large events due to:

Advertising

- 3.10. The original appointment of Podium Projects followed a three-quote exercise using consultants recommended by the BTF and a consultant known to the Sport & Active Lifestyles Service due to track records in high profile event management.
- 3.11. The service is not proposing to advertise the work due to the reasons set out in 3.6 to 3.8 above.

4. Corporate considerations

4.1. Consultation and engagement

- 4.1.1. The Leader of the Council, Chief Executive, relevant Executive Members, opposition elected members, BTF, Sport Leeds, and other key partners and stakeholders have been consulted on the submission of the bid and have given their support. However, given the timescales for submission of the bid to the BTF and the ITU, coupled with some of the sensitivities on the part of the BTF relating to moving their event from London has meant that a full and comprehensive consultation exercise has simply not been possible and therefore a pragmatic approach has had to be adopted.
- 4.1.2. Under CPR 3.1.12 the service is required to consult with PPPU. The outcome of this consultation is shown in the advice above.

4.2. Equality and diversity / cohesion and integration

- 4.2.1. Consultation for the bid has been held with the following partners: BTF, performance sport deliverers, the Brownlee Brothers and within the Sport & Active Lifestyles Service, including the equality lead for sport. This has resulted in a screening being carried out.
- 4.2.2. The event will bring opportunities to encourage people to participate in sporting activity and use the city's hosting skills for large events to celebrate the diversity of the city with a wider audience.
- 4.2.3. For people not able to participate, there will be opportunities for the wider population to volunteer to help run the event, as well as for people to view a national event within the City, once again celebrating the opportunities the city has on offer.
- 4.2.4. The event will be coupled with opportunities to deliver further sporting and cultural activities and programmes through the city's sporting and culture networks.
- 4.2.5. A full Equality and Diversity, Cohesion and Integration assessment will be carried out to include the equality impact of delivering an international event in the city and the opportunities this will bring to enhance opportunities for people from a diverse range of backgrounds. The screening form is attached as an appendix.

4.3. Council policies and city priorities

- 4.3.1. The event provides Leeds with yet another opportunity to demonstrate its International standing on a world stage. It will especially support the Best Council Plan through;
- Tackling health inequalities (and the joint health and wellbeing strategy 2013-18)
 - Child friendly city
 - Raising the profile of Leeds nationally and internationally
 - Building cohesive and harmonious communities
 - The event also fits with the cities' breakthrough projects "rethinking the city centre" and "Public health/Physical activity".
 - Boosting the local economy
 - Maximising the impact of our cultural infrastructure

4.4. Resources and value for money

- 4.4.1. The charges for the works are on a daily basis, with the costs per day reducing with the life of the project. They can be summarized as follows:
- Phase 1: £9,600 fees plus £393.40 expenses
 - Phase 2: £3,800 fees plus £430.74 expenses
 - Phase 3: £15,600 fees plus £919.67 expenses
 - Phase 4: £11,500 fees plus expenses
 - Phase 5: £27,000 fees plus expenses

4.5. Legal implications, access to information and call in

- 4.5.1. This is a significant operational decision which is not subject to call-in. There are no grounds for keeping the contents of this report confidential under the Access to Information Rules.
- 4.5.2. Awarding a contract directly to Podium Projects UK in this way could leave the Council open to a potential claim from other providers, to whom this contract could be of interest that it has not been wholly transparent as the opportunity is not being advertised. In terms of transparency, it should be noted that it is a requirement of recent case law to consider whether contracts of this value should be subject to a degree of European wide advertising. It is up to the Council to decide what degree of advertising is appropriate. In particular, consideration should be given to the subject-matter of the contract, its estimated value, the specifics of the sector concerned (size and structure of the market, commercial practices, etc) and the geographical location of the place of performance.
- 4.5.3. The Chief Officer of Culture and Sport has considered this and, due to the specialist nature of the services being delivered, the relatively low value of the contract and the requirement to be physically deliver the services in Leeds, is of the view that the scope and nature of the services is such that it would not be of interest to contractors in other EU member states.
- 4.5.4. Although there is no overriding legal obstacle preventing the waiver of CPR 8.1 and 8.2, the content of the report should be noted. In making their final decision, the Chief Officer Culture and Sport should be satisfied that the approved course of action represents best value for the council.

4.6. Risk management

- 4.6.1. To not use the existing contractor - Podium Projects – would result in significant delays and reduction in the quality of the event that can be delivered in 2016.

- 4.6.2. Using the existing contractor will ensure continuity of delivery and ensure the council is still able to offer a wide range of activity based around participation as well as the main world class event.
- 4.6.3. The consultant will report to the project board on progress and the board will be responsible for management of the costs incurred.

5. Conclusions

- 5.1. Podium Projects UK Ltd should be appointed to ensure the continued progress of the bid for the World Triathlon Series.

6. Recommendations

- 6.1 The Chief Officer of Culture & Sport is recommended to approve the waiver of the following Contracts Procedure Rules: Contracts procedure rules No 8.1 and 8.2 – high value procurements and award a contract to Podium Projects UK Ltd in the sum of £75,000.

7 Background documents¹

- 7.1 Not Applicable.

¹ 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.