

**Report of Head of Facilities**

**Report to Chief Officer Civic Enterprise Leeds**

**Date: 5<sup>th</sup> September 2016**

**Subject: Waiver of CPR 9 to enable FM to use Leeds Hospital Trust for Security at the Compton Road Building.**

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. Civic Enterprise Leeds (CEL) Facilities Management (FM) in 2014/15 assumed full responsibility of the building management/monitoring of the Joint Service Centres (LIFT) sites commonly known as the Reginald and Compton Joint Service Centres.
2. FM are now responsible for the provision of both the soft and hard FM services to these buildings in addition to providing the appropriate 365/24/7 call out provision.
3. The provision of the FM includes the front of house security arrangements and it has been noted that number of 'Reports of Violent and Aggressive Behaviour' were a cause for concern. A review of LCC existing security arrangements showed that security staff training was insufficient for dealing with the level and number of these types of incidences that were being experienced at the Compton Road building.
4. Joint Service review meetings with Leeds Teaching Hospital Trust (LTHT) revealed that their Security Staff have the required level of competency and experience for dealing with the type and level of aggressive behaviour experienced at the Compton Road building and also could provide an emergency responsive mobile assistance from their HQ which is located within the area.
5. As a result of the review of LCC's security resources and capabilities it has been decided to enter into a formal partnership with LTHT to supply the 'Front House' Security provision at the Compton Road building.

6. It is intended that the partnership will be for a two year period with an option to extend for a further year. The annual cost of this security service to Leeds City Council will be approximately £84.5k; therefore the cost will be £169k for the two year period.
7. This report seeks a waiver of CPR 9 to enter into a formal arrangement with LTHT to provide the 'Front House' Security Service at the Compton Road building.

## **Recommendations**

The Chief Officer of Civic Enterprise Leeds is recommended to approve waiver of CPR 9 to enter into a formal arrangement with Leeds Teaching Hospital Trust (LTHT) to provide the 'Front House' Security Service at the Compton Road building.

### **1 Purpose of this report**

- 1.1 This report seeks approval to waive Contract Procedure Rules (CPR) 9 to enter into a formal arrangement with LTHT to provide the 'Front House' Security Service at the Compton Road building.

### **2 Background information**

- 2.1 Civic Enterprise Leeds (CEL) Facilities Management (FM) in 2014/15 assumed full responsibility of the building management/monitoring of the Joint Service Centres (LIFT) sites commonly known as the Reginald and Compton Joint Service Centres.
- 2.2 This transfer meant that FM are now responsible for the provision of both the soft and hard FM services to these building in addition to providing the appropriate 365/24/7 call out provision.
- 2.3 The provision of the FM includes the front of house security arrangements and it became a concern to FM management on the number of reported violence and aggressive Incidents experience at the Compton Road building.
- 2.4 A review of the CF50a Incident Reports showed that LCC staff and members of the public were being put at risk due to these violent and aggressive incidents and therefore actions needed to be taken as a matter of urgency.
- 2.5 A further review of LCC Security staff showed that Leeds City Council security staff training was insufficient for dealing with the level, number and type of violent and aggressive incidences experienced at the Compton Road building.
- 2.6 Joint Service review meetings with Leeds Teaching Hospital Trust revealed that they could help with the supply of 'Front Line' Security Services that had experience and competencies of dealing with violent and aggressive incidences in their hospitals.
- 2.7 It was explained that their Security Staff had historically experienced similar type of aggression within hospitals A&E departments and as a result they had developed their Security Services to deal with such situations. Their Security

Staff have all been up skilled and trained in the required competencies to deal with all types of aggressive situations and have the experience for dealing with the type and level of aggression being shown at the Compton Road building.

- 2.8 Leeds Teaching Hospital Trust also has an emergency responsive mobile assistance team sourced from their HQ which is 0.6 miles to support their Security Guards.
- 2.9 As a result of the review of LCC's security resources and capabilities and after a successful trial period of using LTHT Security Services it was decided to enter into a formal partnership with LTHT. The partnership agreed was for a two year SLA with the option to extend for a further year for the supply of 'Front House' Security provision at the Compton Road building.
- 2.10 The annual cost of this service to Leeds City Council will be £84.5k and therefore will cost £169k for the term of the agreement.

### **3 Main issues**

#### Reason for Contract Procedure Rules Waiver

- 3.1 A waiver of CPR 9 is being requested for FM to enter into an arrangement with LTHT for the provision of specialised Security Guards to be utilised at the Compton Road building.
- 3.2 CPR 9 refers to High Value Procurement over £100k and the value of this arrangement will be £84k p.a for two years giving a total cost of £168k..
- 3.3 The LTHT arrangement will ensure the safety of the staff and building users at the Compton Road Building and will not add any cost to the service due to the relocating of existing LCC staff.

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

- 3.4 The consequences of not waiving CPR 9 in this case would be that staff and members of the public would be at risk of harm due to the violent nature of the aggression shown at the Compton Road building.

### **3.5 Consultation and Engagement**

- 3.5.1 The management and staff at the Compton Road building have been consulted with and are in favour of the new arrangements being put in place.
- 3.5.2 It is not considered that the content of this report or the recommendations made will have a significant impact on any particular ward or community and as such no consultations have taken place beyond the management and staff members of the building and also PPPU and legal.

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

- 3.6.1 It is not considered that the content of this report or the recommendations made will have any impact on any specific individuals or groups in terms of equality, diversity, cohesion and integration.

### **3.7 Council policies and City Priorities**

- 3.7.1 It is paramount that procurement within Leeds City Council is undertaken with a view to ensure openness, transparency and fairness. As such this waiver of Contract Procedure Rule No 9 to enter into an agreement with LTHT has been completed as per the Procurement Unit's policies and procedures.

### **3.8 Resources and value for money**

- 3.8.1 The cost of implementing the arrangement with Leeds Hospital Trust has been offset by the relocating of the existing Leeds City Council Security Staff and therefore is cost neutral.

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

- 3.9.1 Advice and guidance has been sought from PPU and Leeds City Council's Legal section in entering this agreement with Leeds Hospital Trust.

### **3.10 Risk Management**

- 3.10.1 The risks relating to the aggressive incidences experienced in the Compton Road building have been significantly reduced since the Security arrangements have been put in place with Leeds Teaching Hospital Trust.
- 3.10.2 By using the security services supplied by the LTHT we have ensured that relevant knowledge, resource, experience and support are in place to protect Leeds City Council staff and member of the public from violent and aggressive behaviour.

## **4 Conclusions**

- 4.1 The Security arrangement agreed with LTHT provides the solutions for dealing with the high level of violent and aggressive behaviour experienced at Compton Road building.
- 4.2 The experience of Leeds Hospital Trust security division provides assurance to Leeds City Council and the management and staff working at Compton Road building that the best solution for managing the violent and aggressive incidences is in place.

**5 Recommendations**

The Chief Officer of Civic Enterprise Leeds is recommended to approve the waiver of CPR 9 to enter into a formal arrangement with Leeds Teaching Hospital Trust to provide the 'Front House' Security Service at the Compton Road buildings.

**6 Background Documents**

None