

Delegated Decision Notification (DDN)

This form is used both to give notice of an officer's intention to make a key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended to be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

Lead directorⁱ:	Communities and Environment
Subjectⁱⁱ:	Request to waive contracts procedure rules in respect of the procurement of power and distribution services at the Leeds Reggae and Carnival events.
Decision detailsⁱⁱⁱ:	<p>EXECUTIVE SUMMARY</p> <p>The Council's Contract Procedure Rules set out the processes for acquiring goods or services via preferred choices or competitive tendering. In exceptional circumstances these rules can be waived, for example; where the area of work sought is of such a specification that there is very limited specialist expertise available.</p> <p>This report requests such a waiver with respect to the procurement of security services for The Leeds Reggae and Carnival events held over the August Bank Holiday weekend, in order to ensure that the events are managed safely in the interests of the local and wider community</p> <p>1.0 PURPOSE OF THIS REPORT</p> <p>1.1 This report seeks approval to waive Contract Procedure Rule 8.1 & 8.2 with regard to selecting the most appropriate company to provide power and distribution at the Reggae and Carnival events.</p> <p>2.0 BACKGROUND</p> <p>2.1 For over 30 years Leeds City Council has hosted the Leeds Reggae and West Indian Carnival events held over the August Bank Holiday in the Chapeltown and Harehills districts of Leeds.</p> <p>2.2 The Leeds Reggae event takes place in Potternewton Park attracting local and international reggae musicians. Approximately 20,000 people attend the free production and it is held on the last Sunday in August from lunchtime until approximately 8pm.</p> <p>2.3 Leeds West Indian Carnival is a free event which allows people from all ethnic backgrounds to join a parade, for three and a half miles, through the streets of Chapeltown and Harehills. Vehicle floats with mounted sound systems support a procession of over 40 dance troops attracting crowds in excess of 100,000 people. From the early morning start on the last Monday in August (Bank Holiday) until evening.</p>

2.4 Rigorous partnership planning is required between Council officers, the emergency services and the local community. Due to the large number of people involved we require security at both these events which consists of:-

- Power and distribution of 3 x stages, 70 x concessions on site, 13 x carnival floats, all backstage and production area.
- Health and safety compliance for these services
- On site engineers present throughout event to ensure continuity of power feed
- An effective presence for floats during the carnival route
- On call for out of hours J'ouvert morning procession

2.5 For a number of years the Council has used FTS Event Power Ltd to provide power and distribution services for the event. A combined quotation has been received from FTS Event Power Ltd of £22,730 for both the Leeds Reggae Event and Leeds West Indian Carnival.

2.6 The standard contractual approach between the Council and FTS Event Power Ltd is for payment to be made after the event and so there is no risk to LCC of paying out monies and not receiving the required services

3.0 REASON FOR CONTRACTS PROCEDURE RULES WAIVER/INVOCATION

3.1 FTS Event Power Ltd has successfully handled power and distribution issues during these events for a number of years and have aided in the preparation of the event safety plan. Therefore we wish to continue using a company which has significant operational knowledge and local insight into the event, which in turn has resulted in previous years running extremely smoothly. FTS Event Power Ltd employ operatives who have earned the respect of the community stall holders, this being an important consideration for the management of these events which attract at times a boisterous and energetic audience. The selection of the appropriate power and distribution provider is essential to the successful running of these events in a manner which would maintain community cohesion and harmony.

3.2 For the above reasons it is considered that it would be extremely difficult to procure an alternative power and distribution provider of the same calibre, expertise and

experience which earned the respect of the local stall holders and community. Additionally by using a supplier we have successfully utilised in the past, we can ensure Leeds City Council will receive a tried and tested service, with expertise in delivering power and distribution for large scale events

4. CONSEQUENCES IF THE PROPOSED ACTION IS NOT APPROVED

4.1 If the above action is not approved the event is at significant risk of disruption through inexperience and lack of local knowledge as we believe it would be extremely difficult to procure effective alternative power and distribution services that have the trust and confidence of ourselves and community partners.

5. ADVERTISING

5.1 No advertising of this requirement has taken place due to the specialist and unique nature of the requirement.

6. LEGAL IMPLICATIONS

6.1 The Chief Procurement Officer has previously advised that it would be lawful for the Council to waive Contracts Procedure Rule 8.1 & 8.2, in these circumstances, provided that the Chief Officer is satisfied that there are compelling reasons to do so.

7. RECOMMENDATION

7.1 The Chief Parks and Countryside Officer is recommended to approve the invocation of the following Contracts Procedure Rule:

Contracts Procedure Rule 8.1 & 8.2 - Intermediate Value Procurements between 10k & £100k

To allow the procurement of Power and Distribution Services for the Leeds Reggae and West Indian Carnival from:-

FTS Event Power Ltd
17 Henconner Avenue
Chapel Allerton
LEEDS
LS7 3NW

Type of decision:	<input type="checkbox"/> Key decision (executive) Is the decision eligible for call-in? ^{iv} <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Significant operational decision (council or executive ^{vi} – not subject to call-in) <input type="checkbox"/> Administrative decision (council or executive ^{vii} – not subject to publication or call-in)									
Notice^{viii} or call-in (key decisions only):	Date the decision was published in the list of forthcoming key decisions: If not on the list of forthcoming key decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision: It would be impractical to delay this decision as the event is taking place on the 27th & 28th August 2017 and the service needs to be procured prior to then. If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:									
Affected wards:	Chapel Allerton and Gipton & Harehills									
Details of consultation undertaken:	<table border="0"> <tr> <td data-bbox="435 1216 730 1361">Executive Member</td> <td data-bbox="738 1216 1034 1361">Date consulted:</td> <td data-bbox="1042 1216 1495 1361">Interest disclosed?^{ix} <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No</td> </tr> <tr> <td data-bbox="435 1373 730 1518">Ward Councillor</td> <td data-bbox="738 1373 1034 1518">Date consulted:</td> <td data-bbox="1042 1373 1495 1518">Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No</td> </tr> <tr> <td data-bbox="435 1529 730 1709">Others^x please specify:</td> <td data-bbox="738 1529 1034 1709">Date consulted:</td> <td data-bbox="1042 1529 1495 1709">Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No</td> </tr> </table>	Executive Member	Date consulted:	Interest disclosed? ^{ix} <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No	Others ^x please specify:	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
Executive Member	Date consulted:	Interest disclosed? ^{ix} <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No								
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Others ^x please specify:	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No								
Capital injection approval required:	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)									

Capital Injection approval	Name: Title:	Capital scheme number: XXXXX / XXX / XXX N/A Date:
Contract details (procurement decisions only)	Contract reference number	Contract title
		Supplier
Implementation (key decisions only)	Officer accountable for implementation Timescales for implementation ^{xi}	
Contact person:	Mike Kinnaird	Telephone number ^{xii} : 0113 395 7453
Decision maker or authorised signatory^{xiii}:	Name: 	Date: 21/06/2017

ⁱ The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.

ⁱⁱ A brief title should be inserted here. If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

^{iv} See the executive and decision making procedure rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant scrutiny board. This includes a decision which has been modified by the decision maker following a recommendation by a scrutiny board after call-in of the earlier decision.

^v If the decision is exempt from call-in a reason must be provided in the 'notice or call-in' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} If the decision would have been a key decision but for an exception set out in article 13.4(b), please refer to the connected key decision in the decision details (either by the title or the reference number).

^{vii} Administrative decisions do not need to be published on the council's website but this form may be used for internal recording of the decision.

^{viii} All key decisions should appear on the list of forthcoming key decisions for 28 clear days before the

decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

^{ix} No member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

^x This may include other elected members, officers, stakeholders and the local community.

^{xi} Please include proposed timescales for commencement and / or completion of implementation as appropriate.

^{xii} Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the council.

^{xiii} The signatory must be duly authorised by the lead director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.