

Report of: Principal Events Officer

Report to: Chief Officer, Culture & Sport

Date: 04/10/2017

Subject: Request to waive contract procedure rules in respect of the procurement of medical services at relevant events in 2017 and 2018.

Are specific electoral wards affected? If relevant, name(s) of ward(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
City & Holbeck		
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: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. Leeds City Council host a number of world class events throughout the city every year, it is the responsibility of the authority as event organisers to ensure that due diligence has taken place to safeguard all those participating. Due to the unique nature of these events there are a number of elements that cannot be sourced internally and require external contractors. Providing specialist medical resources at these events is a legal requirement that as organisers the authority must adhere to. Events of this size require rigorous partnership planning between the Council and Strategic Safety Advisory Group (SSAG) members.
2. In this instance the forthcoming high profile city centre events that are in need of medical provision are: Light Night (value £7k), Leeds Lights Switch-on (value £3k), German Market (value £8k), Ice Cube (value £10k) and St Patricks Day celebrations (value £1K).

3. The Events team are currently working with the Parks & Countryside events team and procurement to implement a contracted provider for this service. The framework for this service has been agreed and the procurement process is due to commence imminently and by in place by 1st April 2018. However this currently leaves an interim period with no contracted provider in place.

Recommendations

4. The Chief Officer for Culture & Sport is recommended to approve the invocation of the following Contracts Procedure Rule:

Contracts procedure rules no 8.1 and 8.2 – Intermediate value procurements

The Chief Officer for Culture & Sport is further recommended to appoint Site-Rescue for the provision of medical services as identified in the report up to a value of £30,000 at high profile city centre events.

1 Purpose of this report

- 1.1 This report seeks approval from the Chief Officer to waive Contract Procedure Rule no. 8.1 and 8.2 in order to engage with Site-Rescue to provide Leeds City Council specialist event medical services for city centre managed events.

2 Background information

- 2.1 Leeds City Council host a number of world class events throughout the city every year, it is the responsibility of the authority as event organisers to ensure that due diligence has taken place to safeguard all those participating. Due to the unique nature of these events there are a number of elements that cannot be sourced internally and require external contractors. Providing specialist medical resources at these events is a legal requirement that as organisers the authority must adhere to. Events of this size require rigorous partnership planning between the Council and Strategic Safety Advisory Group (SSAG) members.
- 2.2 Due to the size and nature of staging high profile events, there is a need for Leeds City Council to provide substantial medical provision to avert the need to add pressure to already stretched NHS accident and emergency departments.
- 2.3 The role of a specialist medical provider is to facilitate medical services for all attendees of the event along with appropriate medical amenities and vehicles. In addition to working with local NHS trusts and Yorkshire Ambulance Service (YAS) to ascertain the appropriate level of cover whilst adhering to the planning required of the event organisers and the city Safety Advisory Group.
- 2.4 The events team are currently working with the parks & countryside events team and procurement to tender for a contracted provider for medical services at all Leeds City Council events. A framework has been agreed and the procurement process is due to commence imminently with a contract in place by 1st April 2018.
- 2.5 Until a contracted provider can be procured there is still a requirement to provide medical provision at Leeds City Council events throughout the city. Both the city centre events team and Parks and Countryside events team and have tested the market, however based on information available at this stage YAS have endorsed Site-Rescue as a preferred provider and in particular their ability to deal with a major incident should it arise.

3 Main issues

Reason for contracts procedure rules waiver

- 3.1 Forthcoming high profile events for the city that are in need of medical provision are: Light Night (value £7k), Leeds Lights Switch-on (value £3k), German Market (value £8k), Ice Cube (value £10k) and St Patricks Day celebrations (value £1K).
- 3.2 Site-Rescue have provided medical services at numerous events for Leeds City Council and have the specialist skills and accredited staff required for large scale events at the level agreed by YAS.

- 3.3 Site rescue are also responsible for Leeds City Council's owned High Dependency Unit (HDU), by transporting and managing it at events and venues where there is no onsite accessible facilities.
- 3.4 In addition to this they are one of the few national providers who have a full mobile trauma unit and ongoing training programme used by nationally recognised security companies and sporting associations.
- 3.5 The selection of the appropriate medical cover is paramount to the successful running of events to ensure that Leeds City Council have done everything reasonably practical by law to ensure public safety at events.

Consequences if the proposed action is not approved

- 3.6 In the current climate, with threat levels having changed twice this year from severe to critical, it is essential that events are managed by a competent and experienced team. In the current absence of a framework contract the alternative, which would be in a new untested and significant supplier to the events environment, the risk profile of events could increase.
- 3.7 If the recommendations in this report are not approved the council could be vulnerable in meeting their legal obligations and in addition potential reputational risk. It is therefore important that a suitably experienced provider with relevant local knowledge is used that also has the trust and confidence of the service, SSAG members and community partners.

Advertising

- 3.8 No advertising of this requirement has taken place due to the specialist and unique nature of the requirement and the amount falls under the official journal of European Union threshold.

4 Corporate considerations

4.1 Consultation and engagement

- 4.1.1 For a number of years the Council has used Site-Rescue to provide medical services at several events. Given the long-term experience the Council has of working with Site-Rescue on our events and the fact that they have always delivered the services procured, no further consultation is required.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 Site-Rescue employs operatives who have earned the respect of the local communities, partners and attendees; 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 medical provider is essential to the successful running of these events.
- 4.2.2 Site-Rescue have proved their ability to consider, and have due regard to, the needs of diverse groups when delivering their service in the past, in order to

eliminate discrimination, advance equality of opportunity and access, and foster good relations between different groups in the community.

4.3 Council policies and best council plan

4.4 The Vision for Leeds 2011 to 2030 sets out a revised vision for the city with the specific objective for Leeds to be the best city in the UK by 2030. In establishing this vision one of the top priorities to emerge from consultation was for the city to be a cleaner greener city. Aspects of this priority can be found in all of the areas in which the vision is intended to make a difference, although specific reference can be made to the commitment within the vision for Leeds to be the best city to live with good green spaces where everyone can enjoy a good quality of life. Ensuring that events have the specialist cover required will unquestionably ensure that the visitor experience to these events is safe.

4.5 The use of Site-Rescue services complements the Best Council Plan to “spend money wisely”. For the reasons outlined in this report we believe that Site-Rescue is the organisation of Best Value for the services required. Through the use of Site-Rescue we are therefore able to work with and support communities at unique events which in turn promotes the Vision for Leeds to be “Best Council, Best City”

4.6 Resources and value for money

4.6.1 Alternative providers have been considered, the route decided upon within this report is the most pragmatic in terms of time and service provided will therefore represent best value in allowing the planning process to be undertaken within given time scales and with the assurance that Leeds City Council are utilising the best medical provision at events.

4.7 Legal Implications, access to information and call In

4.7.1 The Chief Officer for Culture & Sport has considered this and, due to the matters set out in this report and the fact that the services have to be physically provided in Leeds along with the value of the proposed waiver is not subject to call in.

4.8 Risk management

4.8.1 The standard contractual approach between the Council and Site-Rescue 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.

5 Conclusions

5.1 After working with Site-Rescue for several event series it is apparent that at this stage they provide the most suitable and reliable medical services in keeping with Leeds City Council requirements for the varied and unique nature of our events.

5.2 It is therefore suitable for the CPR no. 8.1 and 8.2 to be waived in this case.

6 Recommendations

- 6.1 The Chief Officer for Culture & Sport is recommended to approve the invocation of the following Contracts Procedure Rule:

Contracts procedure rules no 8.1 and 8.2 – Intermediate value procurements

- 6.2 The Chief Officer for Culture & Sport is further recommended to appoint Site-Rescue for the provision of medical services as identified in the report up to a value of £30,000 at high profile city centre events.

7 Background documents¹

- 7.1 None.

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.