

## Report of Project Manager for the Olympic and Paralympic Games

### Report to Director of City Development

**Date: 11<sup>th</sup> May 2012**

**Subject: Approval to sign the contract with the Chinese Olympic Committee.**

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. Leeds will be hosting the Chinese Olympic Committee's (COC) Training Camp in July and August 2012. The contractual relationship with the COC is with Leeds City Council.
2. The contract has recently been finalised and has an income value to the Council of £215,000. The COC are very keen to have the contract formally 'signed' during a visit to Beijing to be made by the Council's Project Manager for the Olympic and Paralympic Games during week commencing May 13<sup>th</sup> 2012.
3. To enable the signing procedure to be completed in Beijing it is necessary to have the contract signed by authorised officers in Leeds before the Project Manager departs on May 12<sup>th</sup>. There are concerns that any delay in completing the signing of the contract by bringing it back to Leeds, would therefore prejudice the Council's interests.
4. To enable the contract to be signed before May 12<sup>th</sup>, the delegated decision should be a decision that is exempt from call-in in accordance with Scrutiny Board Procedure Rule 20.3 due to the urgency required to sign this during the trip to China next week

### Recommendations

5. The Director of City Development is requested to approve the signing of the contract between the Chinese Olympic Committee and Leeds City Council by authorised officers. This decision is to be made under the Officer Delegation Scheme (Executive Functions), function 2(m) - "Any function of the Executive in relation to tourism and promotions".

## **1 Purpose of this report**

- 1.1 The purpose of this report is to approve authorised officer to sign the contract between the Council and the Chinese Olympic Committee (COC) to host in Leeds the COC's European pre Games Training Camp in July and August 2012.
- 1.2 The COC have requested that the formal 'signing' of the contract takes place on May 17<sup>th</sup> in Beijing, China during a visit to be made by the Council's Project Manager for the Olympic Games and Paralympic Games. The report requests that approval is given for the contract to be signed in advance of the visit to Beijing and that this delegated decision is not subject to Call In in accordance with Scrutiny Board Procedure Rule 20.3 due to the urgency required to sign the contract during the trip to China next week.

## **2 Background information**

- 2.1 Leeds will be hosting the COC's European pre Games Training Camp in July and August 2012 as the Chinese athletes prepare for the London Olympic Games. There will be seven teams based in Leeds at the University of Leeds and they will train in a number of University, Council and other partner's facilities. The contractual relationship with the COC for the hire of training facilities, provision of accommodation and catering and transport is through Leeds City Council.
- 2.2 The contract has recently been finalised after protracted negotiations and has an income value to the Council of £215,000 although the Council will be required to pay the relevant partners and organisations for the use of their accommodation, sports facilities and other services by the COC.
- 2.3 The COC are very keen to have the contract formally 'signed' during a visit to Beijing to be made by the Council's Project Manager for the Olympic and Paralympic Games during week commencing May 13<sup>th</sup> 2012.

## **3 Main issues**

- 3.1 To enable the signing procedure for the contract to be completed in Beijing it is necessary to have the contract signed by authorised officers in Leeds before the Project Manager departs on May 12<sup>th</sup>. There are concerns that any delay in completing the signing of the contract by bringing it back to Leeds, would therefore prejudice the Council's interests.
- 3.2 As the value of the contract is £215,000 it can only be signed by suitably designated officers of the Council.
- 3.3 There are a number of partners who are involved in delivering the different elements of this contract. Delays in signing the contract will have a delay on the contracts to be signed with them. This will create uncertainties with these partners.
- 3.4 To enable the contract to be signed before May 12<sup>th</sup>, the delegated decision should be a decision that is exempt from call-in in accordance with Scrutiny Board Procedure Rule 20.3 due to the urgency required to sign this contract during the trip to China next week.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Consultation has taken place with senior officers within the Council's Procurement Unit

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

- 4.2.1 An Equality Assessment Report on Olympic related activity in Leeds, including the hosting of international pre Games training camps has been completed.

### **4.3 Council policies and City Priorities**

- 4.3.2 There are no implications for Council policies and City Priorities within the context of this report

### **4.4 Resources and value for money**

- 4.4.1 There are concerns that any delay in completing the signing of the contract by bringing it back to Leeds would prejudice the Council's interests. This could result in further delays and potential impact on income for the Council.

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

- 4.5.1 It is a requirement of the Council's constitution that contract with a value of over £100K must be signed in one of two ways –

- (i) By two officers with the appropriate sub-delegated authority to do so; or
- (ii) By affixing the Common Seal of Leeds City Council in the presence of one officer with the appropriate sub-delegated authority to do so.

- 4.5.2 Directors only have delegated authority to sign contracts up to a value of £100K for matters which fall within their remit. As this contract has a value above £100K it must be signed by suitably designated officers of the Council. Failure to do so may make the contract void and unenforceable.

- 4.5.3 This is a decision which is exempt from call-in in accordance with Scrutiny Board Procedure Rule 20.3 due to the urgency required to sign this during the trip to China during week commencing May 13<sup>th</sup> 2012. Any delay in signing the contract would therefore prejudice the Council's interests.

### **4.6 Risk Management**

- 4.6.1 The risks associated with failure to sign the contract with the COC in a timely manor could result in the withdrawal from the agreement of some of the sports. There is potential for the COC to withdraw from the contract if there are extensive delays as their requirements for their teams to train relate to the fixed schedule of the London Olympic Games.

## **5 Conclusions**

- 5.1 The signing of the contract between the Council and the COC will provide the required certainties for all parties. Delays in signing could jeopardise the number of teams who base themselves in Leeds. Delays will also cause concerns with the Council's partners who are involved in delivering the different elements of the contract with the COC.

## **6 Recommendations**

- 6.1 The Director of City Development is recommended to agree that the Council enter into the contract with the Chinese Olympic Committee and request that the signing of the contract is undertaken by authorised officers of the Council prior to the visit to Beijing by the Council's Project manager for The Olympic and Paralympic Games. This decision is to be made under the Officer Delegation Scheme (Executive Functions), function 2(m) - "Any function of the Executive in relation to tourism and promotions".

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

- 7.1 The contract for the Provision of High Standard Facilities and Services for Pre London 2012 Olympic Games Training Camps and Appendices.
- 7.2 An Equality Assessment Report on Olympic related activity in Leeds.

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.