

Report of: Operations Manager

Report to: Chief Officer Culture and Sport

Date: 28/06/2017

Subject: Waiver for provision of a Ballroom Dance DJ for Pudsey Civic Hall & Morley Town Hall

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Pudsey	<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. We hold Ballroom Dances at Pudsey Civic Hall and Morley Town Hall and we need a specialist DJ to facilitate this service.
2. These are popular and are revenue generating for Leeds City Council. If we were to lose these it would be detrimental to Pudsey Civic Hall's revenue and affect its ability to achieve its budget and therefore could affect the future of Pudsey Civic Hall
3. We currently use the services of Stuart Jenner to provide this service. Therefore require a waiver to be able to pay for this specialist contractor.

Recommendations

4. It is recommended that the Chief Officer Culture and Sport approves to waive the requirement for a full tender and accept that 3 quotes provides effective value for money even though the value is over £10k.

1. Purpose of this report

- 1.1 To show the need for a specialist DJ to provide a ballroom dance service for Pudsey Civic Hall & Morley Town Hall to continue the service to the people of Leeds. This in turn would give a revenue generating return to Pudsey Civic Hall and ultimately repeat business for the service.
- 1.2 To put forward a recommendation to achieve the above.

2 Background information

- 2.1 Ballroom Dances are held at Pudsey Civic Hall every Monday, Thursday and every other Saturday and at Morley Town Hall every Tuesday throughout the year.
- 2.2 These dances have been running since Pudsey Civic Hall opened in 1972. They are very popular with the people who attend them and as well as being revenue generating they are used as a social event for the community.
- 2.3 On the back of these regular dances we hold ballroom dance lessons to attract a new audience as well as themed dances e.g. Valentine's Ball, Black & White Ball.
- 2.4 In previous years the outlay for this service has been approximately £20,000.

3 Main issues

- 3.1 A waiver is required as Stuart Jenner is needed to provide the DJ service to deliver the continuity of the service.
- 3.2 By applying a waiver this will ensure the smooth continuation of the service provided at both venues and safeguard the appropriate level of cover.
- 3.3 If this recommendation was accepted the outlay would be offset by the income generated helping Pudsey Civic Hall achieve its budget target and ensuring there is a seamless and quality-conscious standard of service.
- 3.4 Stuart Jenner will ensure the smooth running of the dances and maintain effective relationships with the dancers who attend the events. He will also manage the preparation and running of these in both venues.
- 3.5 These dances are currently marketed by Stuart Jenner on his website and he provides a DJ service for other Leeds City Council departments in other buildings. He also provides all the relevant equipment to be able to perform this service.
- 3.6 What separates Stuart Jenner from other potential contractors is his knowledge of the buildings, the customer base and style of music required. He therefore could also be asked to undertake other activities such as weddings, parties or bar-mitzvahs.
- 3.7 If the waiver is not forthcoming Pudsey Civic Hall's income targets will not be met.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Procurement has been consulted to ensure that the proposals comply with Leeds City Council policy and procedure.

4.2 Equality and Diversity / Cohesion and Integration

4.3 The equality and cohesion has been assessed and the outcome was that these have been met.

4.4 Council policies and Best Council Plan

4.4.1 The DJ service is required to be able to fulfil the service objective to increase sales and generate extra revenue through being able to provide a fuller service.

4.5 Resources and value for money

4.5.1 These dances generate considerable income and the opportunity of bringing in extra revenue. Therefore these dances are required to achieve budget otherwise this income and the opportunity of extra revenue would be lost.

4.5.2 To achieve value for money 3 quotes have been sourced and Stuart Jenner came in as the cheapest quote.

4.5.3 PPPU were consulted to make sure he provided the best value for the service.

4.5.4 If there had been no dances in place last year Pudsey Civic Hall's income stream would have been reduced by £22,600 and therefore would have missed their budget target.

4.5.5 If the waiver was granted it would improve the venues service to its clients, which in turn would generate extra revenue and create a year on year return.

4.5.6 The cost of providing a service would be surpassed by the extra income generated. Therefore to proceed with the continued service would be financially beneficial to Leeds City Council.

4.6 Legal Implications, Access to Information and Call In

4.6.1 This decision is not subject to call in.

4.7 Risk Management

4.7.1 The risk is if we can't provide the level of service required we would ultimately lose business for the directorate.

4.7.2 If the waiver is not granted any increased income targets will not be met.

5 Conclusions

- 5.1 The best way forward for the service and the most cost efficient is to apply a waiver to provide a DJ service.
- 5.2 The approval of a waiver will guarantee the highest standards are delivered at all times. This will ensure the facilities and technical aspects fully meet the needs of Pudsey Civic Hall and Morley Town Hall to enable the venues to run efficiently which in turn will help meet the revenue targets required.

6 Recommendations

- 7 It is recommended that the Chief Officer Culture and Sport approves to waive the requirement for a full tender and accept that 3 quotes provides effective value for money even though the value is over £10k.

8 Background documents¹

- 8.1 Quotes (Exempt under access to Information Rule 10.4(3))

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.