

Report of: Operations Manager

Report to: Chief Officer, Culture & Sport

Date: 29/03/2018

Subject: Request to waive contract procedure rules 8.1 and 8.2 in respect of the procurement of specialised rigging within Leeds Town Hall for relevant events in 2018 and 2019.

Are specific electoral wards affected? If relevant, name(s) of ward(s): City & Holbeck	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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 Town Hall host a number of world class events throughout the 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 the building there are a number of elements that cannot be sourced internally and require external contractors. Providing specialist rigging to ensure everyone's safety at these events is a legal requirement that as organisers the authority must adhere to.
2. In this instance some of the forthcoming high profile events that are in need of specialist rigging are: Leeds Film Festival, Opera North, Light Night, and the International Piano Competition.
3. The Town Hall, is due to have new walkways installed above the Victoria Hall in 2019. Work is due to start in March 2018. Once these works are completed and the new walkways and access points above Victoria Hall have been cleared by the council's health and safety department. It will then be possible to offer the rigging works to other companies and to implement a contracted provider for this service. However this currently leaves an interim period with no contracted provider in place.
4. The report therefore requests a waiver of contract procedure rules 8.1 and 8.2 in respect of the procurement of specialised rigging within Leeds Town Hall for relevant

events in 2018 and 2019 until the roof refurbishment works are completed. Once these works are completed and the new walkways and access points above Victoria Hall have been cleared by the council's health and safety department, it will then be possible to engage with other suppliers to implement a contracted provider for this service. However this currently leaves an interim period with no contracted provider in place.

Recommendations

5. The Chief Officer for Culture & Sport is recommended to:

i) approve the waiver of Contracts Procedure Rule 8.1 and 8.2 – Intermediate value procurements; and

ii) approve the appointment of CoNi for the provision of rigging services as identified in the report up to a value of £20,000 per annum at Leeds Town Hall 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 CoNi to provide Leeds City Council specialist event rigging for Town Hall managed events.

2 Background information

- 2.1 Leeds Town Hall host a number of world class events throughout the 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 the building there are a number of elements that cannot be sourced internally and require external contractors. Providing specialist rigging to ensure everyone's safety at these events is a legal requirement that as organisers the authority must adhere to.
- 2.2 Due to the size and nature of staging high profile events, there is a need for Leeds City Council to provide safe rigging work within the Town Hall.
- 2.3 The role of a specialist rigging provider is to facilitate the safe rigging of lights and sound systems for all attendees of the event. To ascertain the appropriate level of loading on the structures whilst adhering to the planning required of the event organisers.
- 2.4 The Town Hall, is due to have new walkways installed above the Victoria Hall in 2019. Work is due to start in March 2018. Once the works are carried out it will be possible to offer the rigging works to other companies and to implement a contracted provider for this service. However this currently leaves an interim period with no contracted provider in place.
- 2.5 Until a contracted provider can be procured there is still a requirement to provide rigging at events within the Town Hall. Zurich insurance have recommended the use of CoNi as they have first-hand knowledge of the areas above the Victoria Hall.

3. Main issues

Reason for contracts procedure rules waiver

- 3.1 Forthcoming high profile events include Leeds Film Festival, Opera North, Light Night, and International Piano Competition.
- 3.2 CoNi have provided rigging services at numerous events for Leeds City Council and have the specialist skills and accredited staff required for large scale events.

Consequences if the proposed action is not approved

- 3.3 If a specialist rigger is not available some high profile events with specific needs may be forced to seek other venues with specialist rigging teams. This could have an impact on the Town Hall meeting its budget incomes.
- 3.4 If the recommendations in this report are not approved the council could be vulnerable in meeting its 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.

Advertising

- 3.5 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 CoNi to provide rigging services at several events. Given the long-term experience the Council has of working with CoNi on our events and the fact that they have always delivered the services procured, We have looked at offering the work to other companies, but the advice from the Council Health and Safety department is to reduce access to the roof voids above the Victoria Hall until we have had new walkways installed and are safe for everybody to access. Until that time they have agreed to allow Coni Lighting to continue to carry out rigging works in this area. No further consultation is required.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 CoNi 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 rigging provider is essential to the successful running of these events.
- 4.2.2 CoNi 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

- 4.3.1 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.
- 4.3.2 The use of CoNi complements the Best Council Plan to “spend money wisely”. For the reasons outlined in this report we believe that CoNi is the organisation of Best Value for the services required. Through the use of CoNi 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”.

4.4 Resources and value for money

- 4.4.1 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 rigging services at events.

4.5 Legal Implications, access to information and call In

- 4.5.1 The Chief Officer Culture and 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.

4.6 Risk management

- 4.6.1 The standard contractual approach between the Council and CoNi 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 CoNi for several event series it is apparent that at this stage they provide the most suitable and reliable rigging 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 CPRs 8.1 and 8.2 to be waived in this case.

6 Recommendations

- 6.1 The Chief Officer Culture and Sport is recommended to
- i) approve the waiver of Contracts Procedure Rule 8.1 and 8.2 – Intermediate value procurements; and
 - ii) approve the appointment of CoNi for the provision of rigging services as identified in the report up to a value of £20,000 per annum at Leeds Town Hall 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.