



Report of: Principal Events Manager

Report to: Head of Arts, Events & Venues

Date: 22 July 2019

Subject: Contract Waiver for House Lighting system – Millennium Square Summer Series

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open 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

1. Main issues

- The council has entered into a signed agreement with Production Light & Sound Ltd for the continued provision of a House Lighting system for the 2019 and 2020 Summer Series programme of outdoor music concerts, film screenings and community festivals.
- Building on three years successful experience and with an agreement to honour the current schedule of rates (subject to inflation and any minor variations to requirements), the direct appointment of the existing supplier for a further 2 years represents the overall best value to the council in terms of quality, price and available staffing and time resources.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- The Millennium Square Summer Series is part of the ambition to be the best city in the UK and in hosting World Class events and in supporting various council priorities.

3. Resource Implications

- Budgetary arrangements have been made to deliver / support the Summer Series event programme through the normal budget setting process with the opportunity for additional income generation to the council over the longer term.

Recommendations

- a) The Head of Arts, Venues & Events authorises the invocation of the following:
Contracts procedure rules no 8.1 and 8.2 – Intermediate value procurements
- b) The direct appointment of Production Light & Sound Ltd for the provision of a House Lighting system for the 2019 and 2020 Summer Series programme of events under the terms as described in this report

1. Purpose of this report

- 1.1 The purpose of this report is to confirm the delegated Chief Officer approval for the direct appointment for the provision of a House Lighting system for the 2019 and 2020 Summer Series programme of events

2. Background information

- 2.1 The Millennium Square Summer Series is an annual programme of live music concerts, film screenings, events and shows set in specially created outdoor arena utilising the council's owned stage (14m x 14m) and associated event infrastructure over a 2 – 3 week period in late July and early August each year.
- 2.2 A competitive tender exercise was previously completed and contract awarded to Production Light & Sound Ltd (A8YJ-DMUUP6) for the period 2016 – 2018 on the basis of best quality and price.

3. Main issues

- 3.1 Building on three years successful experience and with an agreement to honour the current schedule of rates (subject to inflation and any minor variations to requirements), the direct appointment of the existing supplier for a further 2 years represents the overall best value to the council in terms of quality, price and available staffing and time resources.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The agreement has been developed in consultation with accountable officers in each organisation based on the terms of the previous contract.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 Millennium Square is the first city centre outdoor event venue, and local authority to be awarded the Attitude is Everything Gold Level Charter of Best Practice for showing continuing commitment to venue accessibility for customers and performers at live music events.

4.2.2 The Summer Series programme is designed to support and provides opportunities for community led festivals to benefit from the infrastructure provided including Leeds Pride, VAMOS Latino / Hispanic festival and the new Music:Leeds Live in the Square event

4.3 Council policies and the Best Council Plan

4.3.1 The Millennium Square Summer Series is part of the ambition to be the best city in the UK and in hosting World Class events and in supporting various council priorities including:

- Improving the quality of lives and growing the economy through cultural and creative activities
- Making Leeds the best city for Children and young people to grow up in

Climate Emergency

4.3.2 The direct appointment of a local supplier with a lower carbon footprint helps support the council's priority of talking the risks of climate change through providing 'sustainable infrastructure'.

4.4 Resources, procurement and value for money

4.4.1 Budgetary arrangements have been made to deliver the Summer Series event programme through the normal budget setting process with the opportunity for additional income generation to the council over the longer term.

4.4.2 The terms of agreement are based on the previous competitively tendered contract (subject to inflation) and represents the best value to the council in terms of quality, price and available staffing and time resources.

4.5 Legal implications, access to information, and call-in

4.5.1 The agreement is based on a previous tendered contract award. The decision is not subject to call in

4.6 Risk management

4.6.1 The terms of the agreement which have been negotiated by the Council based on a previous competitive exercise, are the best which can be achieved and represent a low risk to the council.

4.6.2 The risk to the effect on the hospital would be increased significantly with the appointment of a new supplier with no previous experience.

5. Conclusions

5.1 Based on the risks associated with the hospital and on the same terms as a previously awarded competitively tendered contract, in the interests of efficient management a direct appointment and the invocation of contract procedure rules CPR no. 8.1 and 8.2 are deemed appropriate.

6. Recommendations

6.1 The Head of Arts, Venues & Events authorises the direct appointment of Production Light & Sound for the provision of a House Lighting system for the 2019 and 2020 Summer Series programme of events under the terms as described in this report

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.