

***Request to waive contract procedure rules in respect of the procurement of Traffic Management Services at Black Music Festival and Leeds West Indian Carnival events being held in 2024 & 2025***

Date: 08/08/24

Report of: Samantha Sole, Climate Energy & Green Spaces

Report to: Chief Officer, Climate Energy & Green Spaces

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## **Brief summary**

Leeds West Indian Carnival has taken place in Potternewton Park and surrounding streets for over 55 years and is the City's largest event attracting an audience of up to 100,000.

It is the responsibility of the authority as event organiser to ensure that due diligence has taken place to safeguard all those participating. Due to the unique nature of this event there are a number of elements that cannot be sourced internally and require external contractors. The provision of Traffic Management at these events requires external procurement due to the specialist nature and scale required.

## **Recommendations**

- a) In respect of the procurement of a Traffic Management contractor for the West Indian Carnival and Black Music Festival, the Chief Officer of Climate, Energy & Green Spaces is recommended to approve the waiver of the following Contracts Procedure Rule(s)
  - o Contracts Procedure Rules No 8.1 And 8.2 – Intermediate Value Procurements.
- b) Furthermore to award a contract to Think Traffic Management Ltd in the sum of £65,000. The contract shall commence on the 14th August 2024 and expire on the 30<sup>th</sup> November 2025.

## What is this report about?

- 1 Black Music Festival & Leeds West Indian Carnival have taken place in Potternewton Park and surrounding streets for many years and are the city's largest events attracting an audience of up to 100,000 over the course of the 2 days. The event is managed by Leeds City Council with artistic content and the history of its cultural heritage being delivered by 2 local community groups – Black Health Initiative and the Leeds West Indian Carnival Committee.
- 2 Due to the size of the events, there is a need for Leeds City Council to provide substantial traffic management to assist with the safe running of these events whilst maintaining the flow of traffic around the city.
- 3 The role of a specialist Traffic Management Company is to facilitate a safe environment for all attendees of the event within the vicinity of the park and along the carnival parade route using appropriate closures, diversions, and chapter 8 qualifications. The Traffic Management Company work closely with LCC Highways department and West Yorkshire Police to plan and implement the appropriate closures whilst adhering to the planning required of the event organisers and the city's Safety Advisory Group.
- 4 Currently there isn't a Leeds City Council contracted provider that can be procured but there is still a requirement to provide Traffic Management at these events. Events in Parks have tested the market and have identified Think TM Ltd as the most suitable provider given their ability to provide both traffic management of the city's transport network and implementation of hostile vehicle mitigation measures.

## What impact will this proposal have?

- 5 This proposal will enable specialist traffic management to be implemented at these events to include local knowledge of the area, extensive knowledge of the city's transport network and the required skill set and previous experience to maintain the flow of traffic around the city including blue light services. Think TM Ltd are also responsible for the implementation of hostile vehicle mitigation measures and can source suitable barriers and install at various points within the vicinity of the events as identified by the Event Organisers and West Yorkshire Police.

## How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 6 Leeds City Council is committed to the future of Black Music Festival and Leeds West Indian Carnival. The best council plan for 2022-2025 includes commitments to tackle poverty and reduce inequality. These events embody many of the City & Councils ambitions including:
  - Culture – focussing on enhancing the image of Leeds through major attractions and events.
  - Safe, Strong Communities – building thriving and resilient communities
  - Child Friendly City – improving social, emotional, and mental health and wellbeing.
- 7 The proposal will make a contribution to the following Best Council Plan priorities:
  - Health and wellbeing by supporting healthy, physically active lifestyles.
  - Safe, strong communities by continuing to hold a long-standing community inclusive event, showcasing community resources for local people and visitors from further afield.

- Growing the cultural sector through promoting and sharing the heritage of the first West Indian Carnival held in the UK, ensuring that it can be more widely experienced for future years.
- Child Friendly Leeds through improving health and wellbeing, a fun and entertaining cultural event and a place for children to exercise the 5 main senses through music, dancing, cuisine and community cohesion.
- The proposal would help achieve the Key Performance Indicator of allowing more people to enjoy green spaces through various events and activities

### What consultation and engagement has taken place?

Wards affected: Chapel Allerton

Have ward members been consulted?

Yes

No

- 8 Events in Parks have consulted with colleagues in the Procurement and Commercial Services to establish which Contract Procedural Rules to waive to award the 2024 & 2025 contract to Think Traffic Management Ltd.

### What are the resource implications?

- 9 If a traffic management contractor is not procured for this event, the Council could be vulnerable in meeting their legal obligations and in addition to this, the event will be unduly impacted. Traffic Management is paramount to the successful running of these events to ensure that Leeds City Council has undertaken everything reasonably practical by law to ensure public safety at events especially given our terrorist threat level.

### What are the key risks and how are they being managed?

#### 10 Financial

- The standard contractual approach between the Council and Think Traffic Management Ltd is for payment to be made after the event and so there is no risk to Leeds City Council of paying out monies and not receiving the required services.
- Events in Parks are also managing the financial risk as the service has procured Specialist Traffic Management Services for a number of years and are well experienced in receiving competitive quotes. These quotes demonstrate 'good value for money' whilst also taking into consideration the ever changing terrorism threat level, inflation and the current economic climate we find ourselves in.

#### Legal

- Health & Safety is paramount when organising an event and as landowner, Events in Parks have to adhere to many pieces of legislation including the Terrorism Act 2000. These legal risks are negated by working with key agencies Safety Advisory Group such as West Yorkshire Police – Counter Terrorism Officers & Leeds City Council Emergency Planning and ensuring any requirements are implemented.

#### Equality

- This risk has been managed by undertaking a separate Equality, Diversity, Cohesion and Integration Screening.

## Options, timescales and measuring success

### What other options were considered?

11 The option to consider a specialist Traffic Management company is an alternative to using our internal highways department to source and implement all infrastructure required. This includes Hostile Vehicle Mitigation measures, the production and installation of extensive signage and onsite management of the plan for the duration of the event which would result in a detrimental impact on an already busy department with limited capacity.

### How will success be measured?

12 By implementation of all specialist traffic management including hostile vehicle mitigation required by West Yorkshire Police, Counter Terrorism Officer a sterile environment is created in which to successfully host Leeds West Indian Carnival.

### What is the timetable and who will be responsible for implementation?

13 The Traffic Management company will commence work as soon as approval is granted to ensure everything required is in place for the end of August 2024 & will then begin working on Leeds West Indian Carnival 2025.

## Appendix 1

### What is your reason for waiving CPRs?

|  |   |                             |
|--|---|-----------------------------|
| There is a genuine, unforeseeable emergency meaning there is no time to go through a procurement process e.g. to deal with the consequences of extreme weather.                                      | <input type="checkbox"/> Yes            | <input type="checkbox"/> No |
| To purchase supplies or services on particularly advantageous terms due to liquidation/administration.   | <input type="checkbox"/> Yes            | <input type="checkbox"/> No |
| Requirement to put a contract in place with a current provider whilst a review of the services is completed.   | <input type="checkbox"/> Yes            | <input type="checkbox"/> No |
| Ran out of time to undertake a new procurement exercise  | <input type="checkbox"/> Yes            | <input type="checkbox"/> No |
| Other (please provide summary here)<br><br>To procure the service of a specialist traffic management contractor required to host Leeds West Indian Carnival and its fringe events for 2024 and 2025. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

### Background papers

- None