

Nottingham City Council Delegated Decision



Nottingham
City Council

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| Reference Number: | 4628 |
| Author: | Kate Collins |
| Department: | Resident Services |
| Contact: | Kate Collins (Job Title: Operations Director, Email: kate.collins@nottinghamcity.gov.uk, Phone: 0115 9895530) |
| Subject: | Provision of ice creams for resale at The Theatre Royal and Royal Concert Hall |
| Total Value: | £500,000 (Type: Revenue) |
| Decision Being Taken: | 1) Approval to procure ice cream provision for a period of 3 -5 years, with supplies and services to be used by Theatre Royal and Royal Concert Hall (TRCH) and Museums and Heritage services.2) To delegate authority to TRCH Venue Director and Head of Culture and Libraries to award and sign contracts with the successful bidder. |
| Reasons for the Decision(s) | TRCH presents around 675 performances each year attracting audiences in excess of 600,000. TRCH supplies a range of refreshments including a selection of ice creams at these performances. This is an important and valued part of the traditional customer experience as well as generating significant income to support the programme at TRCH. There are ice creams sales points throughout the foyers at TRCH with ice creams for sale before the show and particularly during the interval. Wollaton Hall & Deer Park and Newstead Abbey are major visitor attractions and museum heritage sites in Nottingham attracting over 1 million visitors per year. Each site has shops and cafes offering a range of refreshments and icecreams. The ice cream offer is an integral part of the visitor experience and contributes to the income generating for each site. |
| Other Options Considered: | Other option considered was to not offer the provision of ices for sale at the Theatre Royal & Concert Hall. This was not taken forward as a viable option as the sales of icecreams create a significant supporting income for both TRCH and Museums and Heritage sites. |

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| Background Papers: | None |
| Published Works: | None |
| Affected Wards: | Citywide |
| Colleague / Councillor Interests: | None |
| Consultations: | Those not consulted are not directly affected by the decision. |
| Crime and Disorder Implications: | None |
| Equality: | EIA not required. Reasons: As part of the procurement exercise, tenderers will be asked to supply a statement on equality to ensure a diverse workforce. Tenderers will also be expected to supply a range of products suitable for customers with particular dietary requirements. To include vegan, gluten free and nut free products. |
| Social Value Considerations: | None |
| Decision Type: | Portfolio Holder |
| Subject to Call In: | Yes |
| Call In Expiry date: | 24/05/2022 |
| Advice Sought: | Legal, Finance, Procurement |
| Legal Advice: | <p>The proposals in this report raise no significant legal issues and are supported.</p> <p>The provision of the supplies and any associated services will be procured either by way of a tender process or call off from an established framework agreement to ensure compliance with the Council's Contract Procedure Rules. Opening the opportunity up to the market will seek to provide best value to the Council. Advice provided by Dionne Claire Screamon (Solicitor) on 10/03/2022.</p> |

Finance Advice:

The approved medium term financial plan (MTFP), includes a budgeted income target for the Museums service of £2.835m, and a budgeted net income target for the theatre and concert hall of £5.064m. Within these income targets are an expectation of sales for catering including the provision of ice cream. Failure to achieve these income targets would give rise to an overspend position. The approved supplier will need to meet each service area's operational needs in terms of range of products, and timely deliveries to meet customer demand and to maximise income generation.

Advice provided by Maria Balchin (Finance Analyst) on 01/03/2022.

Procurement Advice:

Procurement will support TRCH in sourcing the most commercially viable solution. Existing framework solutions (ESPO or TUCO) will be explored to benefit from the economies of scale available and the prepared T&Cs. Advice provided by Holly Fisher (Lead Procurement Officer (Products)) on 18/02/2022.

Signatures

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| Pavlos Kotsonis (Portfolio Holder for Leisure, Culture and Planning) |
| SIGNED and Dated: 17/05/2022 |
| Frank Jordan (Corporate Director, Resident Services) |
| SIGNED and Dated: 17/05/2022 |