

Commissioning and Procurement Executive Committee – 14 March 2023

Subject:	Approval to access and spend under the terms of Corporate Security Services Framework		
Director:	Andrew Errington - Community Protection		
Portfolio Holder:	Councillor Neghat Khan – Neighbourhoods, Safety and Inclusion		
Report author and contact details:	Holly Fisher, Lead Procurement Officer holly.fisher@nottinghamcity.gov.uk		
Other colleagues who have provided input:	Paul Ritchie - Category Manager, Products Brian Bussey - Neighbourhood Safety Operations Manager Susan Turner, Senior Commercial Business Partner Anthony Heath, Senior Solicitor		
Key Decision	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Subject to call-in
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons:	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> Income	<input type="checkbox"/> Savings of £750,000 or more taking account of the overall impact of the decision
			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type of expenditure:	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Capital	
Total value of the decision: £4,000,000 (£1,000,000 per annum for 4 years)			
Wards affected: All			
Date of consultation with Portfolio Holder: 02/02/2023			
Relevant Council Plan Key Outcome:			
Clean and Connected Communities		<input type="checkbox"/>	
Keeping Nottingham Working		<input type="checkbox"/>	
Carbon Neutral by 2028		<input type="checkbox"/>	
Safer Nottingham		<input checked="" type="checkbox"/>	
Child-Friendly Nottingham		<input type="checkbox"/>	
Healthy and Inclusive		<input type="checkbox"/>	
Keeping Nottingham Moving		<input type="checkbox"/>	
Improve the City Centre		<input type="checkbox"/>	
Better Housing		<input type="checkbox"/>	
Financial Stability		<input type="checkbox"/>	
Serving People Well		<input type="checkbox"/>	
Summary of issues (including benefits to citizens/service users):			
The purpose of this report is to seek approval to allow NCC departments to call-off the Corporate Security Services Framework to meet security requirements – including event security, staff shortages and cash in transit services.			
Exempt information: None			
Recommendations:			
1 To allow NCC departments to call-off the Corporate Security Services Framework to meet security services requirements.			
2 To delegate authority to the Director of Community Protection, or relevant service Director, to award the call-off contracts with preferred suppliers.			
3 To create specific Contract Purchase Agreements, manage budgets, and monitor spend under the framework and on contracted security services.			

1. **Reasons for recommendations**

- 1.1 The framework provides access to a PCR2015 compliant process, through which purchasing authorities are linked to suppliers who have been quality assessed by various departments across both Nottingham City Council (NCC) and Mansfield District Council (MDC).

2. **Background (including outcomes of consultation)**

NCC in collaboration with MDC established a framework agreement to meet the Authorities' varied security services requirements – including Manned Guarding, Cash Collection, Event Security, etc. The framework is available to utilise until 31 October 2026. NCC provided the legal and procurement resource to establish this framework, supported by technical expertise from Community Safety.

To be awarded a place on the framework, all suppliers went through a full procurement process and submissions were evaluated against the below criteria:

Quality - 70 %

- Management and Structure
- Contract Mobilisation
- Contract KPI delivery
- Resource Plan
- Customer Service
- Experience
- Supply chain management

All providers had to score 'Satisfactory' or above to be on the framework.

Price - 30 %

Each department using the framework can award contracts separately request specific Contract Purchase Agreements to manage budgets and monitor spend under the framework

3. **Other options considered in making recommendations**

- 3.1 Do nothing - continue to raise ad-hoc orders with various suppliers at time of demand without necessarily under-going a compliant or competitive procedure. This option has been rejected due to it not being compliant with contract procedure rules or best practice.
- 3.2 Undertake a request for quote or full tender for each requirement (depending on value). This option has been rejected as risks needs not being met in a timely manner or with favourable rates, and a drain on resource.
- 3.3 Undertake NCC specific framework creation exercise. This has been rejected as it would not have the economies of scale produced by the collaborative and existing framework, and would be a duplication of work.

4. **Consideration of Risk**

- 4.1 Framework terms and conditions: The framework terms have been prepared by NCC's own legal team and so are favourable to the Council.

- 4.2 Provider due diligence and suitability: All named providers have undergone a thorough assessment to determine to suitability and capability to deliver security services to NCC.
- 4.3 Controls in place: There are robust contract KPIs in place, and a DPIA was completed and implemented in the creation of the framework.
- 4.4 Compliant procurement option: The framework was created using the open procedure in line with the PCR2015.

5. **Best Value Considerations**

- 5.1 All available services under the framework have been competitively tested in the market against a NCC specification.
- 5.2 Further competitions are encouraged under the framework and so rates can be further tested.

6. **Finance colleague comments (including implications and value for money/VAT)**

- 6.1 Utilising this new framework agreement following a rigorous process developed with support from the legal and procurement teams will enable the Security Services to ensure they are achieving best value for money. With the facility to use an agreed pool of agency companies with a strong framework in place should enable resources are available at competitive rates and of consistent quality.

Susan Turner, Senior Commercial Business Partner – 20 January 2023.

7. **Legal colleague comments**

- 7.1 This proposal does not present any significant legal risks. The route to market is compliant with the Public Contract Regulations 2015. In undertaking activity under the framework, the Council must continue to comply with the Constitution. Both NCC and MDC must also actively manage the framework and, in particular, take appropriate steps with any provider where concerns are raised.

Anthony Heath, Senior Solicitor - 18 January 2023.

8. **Other relevant comments**

Procurement

This procurement decision is fully compliant with the Authority's Contract Procedure Rules and best value for money considerations.
The decision to be taken is fully supported by the procurement team.

Paul Ritchie (Procurement Manager) - 13/01/2023.

Neighbourhood Safety

This framework fully meets the requirements of the Neighbourhood Safety Operations

Brian Bussey (Neighbourhood Safety Operations Manager) - 16/01/2023

9. Crime and Disorder Implications (If Applicable)

9.1 Visible security staff reduce the incidence of crime and ASB. Security Staff providing a guarding service and patrolling premises internally and externally provide protection of property and contents from vandalism, damage and theft during both day and night, at weekends and Bank Holidays.

10. Social value considerations (If Applicable)

10.1 Social Value - Economic, Social, Environmental - was an award criterion to be an approved supplier on the framework. Benefits will be realised through individual call-offs.

11. Regard to the NHS Constitution (If Applicable)

11.1 N/A

12. Equality Impact Assessment (EIA)

12.1 An EIA is not required as there are no changes to policies, services or functions, no changes to staffing structure and employees will not be negatively impacted.

13. Data Protection Impact Assessment (DPIA)

13.1 A DPIA was completed and adhered to as part of the creation of the framework.

A separate data processing agreement can be, and is encouraged, for each call-off between the Council and its preferred supplier.

14. Carbon Impact Assessment (CIA)

14.1 A CIA is not required.

15. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

15.1 None.

16. Published documents referred to in this report

16.1 CPU 4236 Security Services Framework.

16.2 Security Services Draft Agreement.