

Commissioning and Procurement Executive Committee – 15 October 2024

Subject:	Provision of Security Staff		
Corporate Director:	Colin J Parr – Communities, Environment and Resident Services		
Executive Member:	Councillor C Jenkins – Communities, Waste and Equalities		
Report author and contact details:	Brian Bussey brian.bussey@nottinghamcity.gov.uk		
Other colleagues who have provided input:	Sue Turner - Finance Anthony Heath – Legal Holly Fisher - Procurement Stephanie Morley Lamb – Project Officer, Communities		
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of expenditure:	<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital		
Total value of the decision: £1.3m			
Section 151 Officer expenditure approval			
Has the spend been approved by the Section 151 Officer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a			
Spend Control Board approval reference number: Each department utilising the service submits for spend approval.			
Commissioner Consideration			
Has this report been shared with the Commissioners' Office? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Any comments the Commissioners wish to provide are listed in section 6 below below.			
Wards affected: All			
Date of consultation with Executive Member: 01/10/2024			
Relevant Council Plan Key Outcome:			
Green, 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"/>		
Living Well in our Communities	<input type="checkbox"/>		
Keeping Nottingham Moving	<input type="checkbox"/>		
Improve the City Centre	<input type="checkbox"/>		
Better Housing	<input type="checkbox"/>		
Serving People Well	<input type="checkbox"/>		
Summary of issues (including benefits to citizens/service users):			
There are legacy security requirements which are in place and are there for a reason, to either protect the assets, employees, Customers and in some circumstances are insurance requirements.			
These sites are primarily covered by NCC employees. These FTE's were offered up as a saving as it is cheaper to utilise 3 rd party companies than it is to use inhouse, no 33% night enhancement, holiday or sick pay NI etc, however this was rejected. What was agreed was to not replace leavers and utilise 3 rd party suppliers to cover holidays, sickness and nights. We only have enough staff to cover 3,500 hours per month, the ask is currently 8000 hours per month with a split of 3500 regular hours we need to cover as a requirement to the Council and 4500			

hours which is what we would consider, adhoc. Adhoc being sites like Guildhall or Broadmarsh Intu building which will eventually be resold or repurposed but legally require security to prevent harm and protect assets.

The majority of the adhoc requests comes via Corporate Landlord and Car Parking who will have spend approval, any costs associated with that work is recharged back to Security, so in essence no costs to the department.

We only cover where asked and some of the estate is difficult to manage, especially Guildhall and the Old Broadmarsh shopping centre which has working shops who legally need access via the service deck and also fire escape routes. We regularly review requirements and consider other options with colleagues. Wherever possible, we have come up with solutions which are cheaper options, installed reactive CCTV, alarms systems and electronic solutions to allow access, however it is not always possible to keep a site safe without on site Security.

To highlight the issue, since going to COB, we have been asked to increase our requirement on a site due to ASB, theft and vandalism which has taken the original ask of £950K to now an estimated £1.3M. This department as with all will have gone through the spend control process for approval to spend.

Benefits

The presence of a visible guard deters and reduces the risk of ASB, theft, vandalism and provides reassurance and protection to the citizens of Nottingham. Tasks include patrolling premises internally and externally and providing assistance and a level of customer service to citizens which has helped the councils car parks achieve the Purple Flag status.

There is also a saving of 33% enhancement payments which would normally be paid between the hours of 23:00 and 06:00 to in house security, no sick pay or holiday pay, NI or overtime.

Exempt information: None

Recommendations:

- 1** To enter into a call-off contract for the provision of security staff under the terms of the NCC Corporate Security Services Framework.
- 2** To approve the increase spend from the original ask of £950K to £1.3M due to increase in service demand.

1. Reasons for recommendations

- 1.1 We are seeking to procure Security Services on behalf of NCC Departments who have requested this service from ourselves having sought spending approval to do so. The call off contract enables us to respond to fluctuating demand in a timely way which would be impossible to achieve utilising current headcount.

2. Background (including outcomes of consultation)

- 2.1 In-house security staff are able to meet approx. 40% of the demand which fluctuates on a weekly/monthly basis according to requests from various NCC departments.

2.2 This fluctuation in demand and short timescales makes it difficult to recruit in order to meet the need. Having outsourced security companies on the NCC Corporate Security Services Framework on call-off contracts is a more effective and economical solution.

2.3 During 2023/24, the council entered into 12 month call-off contracts with 3 of the highest ranked providers under the terms of the NCC Corporate Security Services Framework for the provision of security staff to meet the fluctuating need of our internal and external customers.

3. Other options considered in making recommendations

3.1 Removing Security requirements impacting income generation affecting car parking and events with increased risk to staff, citizens, assets and anti-social behaviour.

3.2 Recruit more in house security employees which would increase costs, still may not meet the demand or the opposite and have more staff than work. This would still leave gaps to cover holiday and sickness as sites still require Guarding.

4. Consideration of Risk

4.1 Visible guarding and patrolling of premises reduces the incidence of crime and ASB and protects property and contents from vandalism, damage and theft.

4.2 Entering into a call off contract with companies on NCC Corporate Security Services Framework provides flexibility to meet. immediate and future need

5. Best Value Considerations

5.1 Value for Money: The framework was created through competition – the preferred suppliers are the top ranked after having being submitting the most advantageous tender.

5.2 Social Value Benefits: Social value was evaluated as part of the framework creation – creation of local jobs and work experience achieved is being monitored throughout the life of the framework.

5.3 As part of the ongoing Star Chamber efficiency programme, and in-line with our best value and continuous improvement journey, exploratory work is currently being undertaken to test the viability of fully outsourcing the security provision.

6. Commissioner comments

6.1 The Commissioners approve the report. (04/10/2024)

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

7.1 Last year the Council spent £1.058m in relation to agency staffing for Security Services. The agency requirement has been increasing over the last few years due to additional Security requirements. The core staffing levels have reduced slightly over this time with additional resourcing requirements to fulfil

the increasing contract obligations being met through agency staffing. The budget for 2024-25 is £0.784m, with the additional spend being offset through reduced core staffing and additional income as per 2023-24 with a proposed budget virement in year.

- 7.2 This year's agency cost is expected to increase to circa £1.3m in part with annual inflation increases but also additional Security requests that have been made to the Service for this financial year. Internal recharges for these Services will be managed utilising the existing Recharging Policy.
- 7.3 This is a very changeable service, however, and the existing contracts currently in place could increase or decrease with the associated agency resourcing costs increasing or decreasing proportionately with little notice.
- 7.4 It is anticipated that the requirement for agency staffing will continue and is key for supporting the occasionally sporadic nature of the service. The flexibility of utilising agencies enables new and existing contracts to be resourced swiftly and effectively as required utilising the existing agency Framework put in place in 2023-24 to ensure consistency and value for money. The framework is also reviewed regularly and is focused on providing Best Value.
- 7.5 The Council currently has significant challenges to balance its budget and the service is expected not only to manage and monitor the spend but also to develop options to offset the additional costs and minimise total spend on security. Inflationary pressures where possible are expected to be mitigated through this process and within the existing Framework.

Susan Turner, Senior Commercial Business Partner – 30/05/2024

8. **Legal colleague comments**

- 8.1 This report seeks approval to enter into call-off contracts, using the NCC Corporate Security Services Framework, with a value of £1.3M for the provision of security staff for Council use.
- 8.2 Assuming that the Framework allows for this financial value of call-off contracts and the call-off terms and conditions remain fit for purpose, this should provide a compliant route to market and present no significant legal risks to the Council.

Anthony Heath, Interim Head of Legal / Deputy Monitoring Officer – 29/05/24

9. **Other relevant comments**

9.1 **Procurement Comments**

The request to undertake a direct award to known suppliers complies with the terms of the named framework, and therefore the contract procedure rules. The creation of and access to the Corporate Security Services Framework was approved at Commissioning and Procurement Executive Committee on 14 March 2023. The framework was created following a competitive process.

Procurement will assist in the completion of the call-off contract.

Holly Fisher, Lead Procurement Officer (Products)

10. Crime and Disorder Implications (If Applicable)

10.1 Visible guarding and patrolling of premises reduces the incidence of crime and ASB and protects property and contents from vandalism, damage and theft.

11. Social value considerations (If Applicable)

11.1 Social value was evaluated as part of the framework creation – creation of local jobs and work experience achieved is being monitored throughout the life of the framework

12. Regard to the NHS Constitution (If Applicable)

12.1 N/A

13. Equality Impact Assessment (EIA)

13.1 We have considered the need for an EIA and determined it is not necessary as we are not making any changes to the service, policies, priorities, strategies, or plans.

14. Data Protection Impact Assessment (DPIA)

14.1 We have completed a DPIA questionnaire, which confirms that one is not required.

15. Carbon Impact Assessment (CIA)

15.1 A CIA is not required because security is a static Guarding duty only, involving no vehicles. As part of the framework, we have utilised local Companies employing local people.

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

16.1 None.

17. Published documents referred to in this report

17.1 None.