

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

3459

Author:

Patrick Loy

Department:

Commercial and Operations

Contact:

Patrick Loy

(Job Title: Head of Events, Email: patrick.loy@nottinghamcity.gov.uk, Phone: 64968)

Subject:

Procurement of event safety stewarding and crowd management provision

Total Value:

£700,000 (Type: Revenue)

Decision Being Taken:

- 1) Approval to tender to procure event safety stewarding and crowd management provision for a period of 4 years, with services to be used by both Nottingham Events and Theatre Royal Concert Hall (TRCH).**
- 2) To delegate authority to the Head of Events and Director of TRCH to award the contract to the successful bidder.**

Reasons for the Decision(s) Nottingham City Council stages around 15-20 public events each year. These events are managed in-house, but employ specialist contractors where required. One of these specialist service areas is event safety stewarding and crowd management services, which are employed to ensure the staging of safe and well managed events.

It is noted that the Council has a static security function in-house. This service is used by Nottingham Events for manned-guarding purposes, for example to protect events sites overnight. Event safety stewarding and crowd management are specialist functions that require staff with significant experience and specialist training and accreditation to manage responses such as:

Stage pit crew - to safely manage customers in a front of stage environment.

Event Control lead and loggist - to manage a busy event control function, deploying resources and recording actions in a dynamic and often challenging environment.

Response teams - to respond to challenging situations including crowd disorder and objections all within the law and Licensing Act 2003.

Crowd dynamics - to have an understanding of crowd dynamics to give warning of emerging situations before they have occurred.

Other specialist services - such as being able to accommodate disabled guests, managing procedures in respect of lost children and venerable adults and working with the Police in the prevention of crime and disorder.

The majority of work requires staff to work unsocial weekend and evening hours, including public holidays and other significant dates such as New Year's Eve and similar. In many cases a large number of staff, up to 150 in some cases, can be required for very short contract terms, as short as 5-hours on occasion, which can create resourcing issues, particularly when dealing with specialist skills required.

Other Options Considered: The use of NCC in-house security resources - discounted due to the service requirements and specialist nature of the role.

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: A professional, specialist, event safety stewarding and crowd management contractor will work in partnership with both the Police and Community Protection to ensure an added layer of security during major events, particularly those staged in the city centre.

Equality: EIA not required. Reasons: As a part of the procurement exercise, tenderers will be asked to supply a statement on equality to ensure a diverse workforce. We would prohibit the use of sub-contracting.

Decision Type: Portfolio Holder

Subject to Call In: Yes

Call In Expiry date: 27/03/2019

Advice Sought: Legal, Finance, Procurement

Legal Advice: This report does not raise any significant issues provided the City Council's Financial Regulations and Contract procedure Rules are complied with.

Advice provided by Andrew James (Team Leader Contracts and Commercial) on 21/06/2018.
Advice provided by Andrew James (Team Leader Contracts and Commercial) on 07/02/2019.

Finance Advice: This decision seeks approval to procure specialist services for events including event safety stewarding, crowd management and events static guarding, in accordance with financial regulations in order to get value for money. The cost of these specialist services will be allocated across a range of events staged by the Council, such as Riverside Festival, Goose Fair, Autokarna etc, and at the Nottingham Theatre Royal Concert Hall. The cost is be expected to be contained within the approved resources, and budget holders will be required to put processes in place to ensure the expenditure incurred is affordable within the approved resources.

If the National Ice Centre (Motorpoint Arena) choose to access this contract, these costs will be directly chargeable to the National Ice Centre (Motorpoint Arena) accounts.

Advice provided by Maria Balchin (Finance Analyst) on 23/02/2018.
Advice provided by Maria Balchin (Finance Analyst) on 31/01/2019.

Procurement Advice: Procurement colleagues will assist with the tendering exercise to ensure that a fully compliant value for money contract is entered into.

Advice provided by Paul Ritchie (Lead Procurement Officer) on 09/02/2018.

The report author has engaged with procurement to ensure compliance with the Council's financial regulations and contract procedure rules. A tender will be conducted in order to secure best value for all parties. On this basis there are no procurement concerns with the approach.

Advice provided by Lauren Wheatcroft (Procurement Officer) on 01/02/2019.

Signatures

David Trimble (Portfolio Holder for Leisure and Localities)
SIGNED and Dated: 13/03/2019
Andy Vaughan (Corporate Director Commercial and Operations)
SIGNED and Dated: 20/03/2019