

**Oversight and Governance**

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

Notice of call-in for non-urgent decisions must be given to the Democratic Support Team by 4.30 pm on 11 June 2025. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/3hwmppzp>

The decision detailed below may be implemented on 12 June 2025 if it is not called-in.

Delegated Decisions

I. Council Officer Decision - Kirstie Spencer (Interim Head of Facilities Management):

I.a. COD01 25/26 - Security Services Contract Award 2025 **(Pages 1 - 20)**

EXECUTIVE DECISION

made by a Council Officer



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD01 25/26

Decision	
1	Title of decision: Security Services Contract Award 2025
2	Decision maker: Kirstie Spencer (Interim Head of Facilities Management)
3	Report author and contact details: Ray House, (Commissioning Officer, Facilities Management) Raymond.House@plymouth.gov.uk
4a	Decision to be taken: To award contracts to the following suppliers: <ul style="list-style-type: none"> • Security Services for Facilities Management contract to Security Management South-West Ltd. • Security Services for Events and Elections contract to Security Management South-West Ltd.
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: L58 23/24 – Security Services Contract Procurement Authorisation (14/03/2024)
5	Reasons for decision: The current contracts for the Provision of Security Services are due to expire at the end of September 2025. A continuous provision of security services is required by the Council. Security services are essential because the authority has legislative compliance requirement for security during events. The Council also is required to provide guards in its buildings. The Council's insurance policies require that it take all reasonable precautions to stop theft and damage to its property. Lack of security cover may adversely affect the current insurance covers making them ineffective. The authority also has a duty of care to protect its staff at the Council facilities and security services form part of measures to achieve this. The Council holds responsibilities under legislation to provide security at events to meet its licensing objectives as stipulated under the Licensing Act, and to maintain the integrity of elections. Following a robust procurement process, it is recommended that the contracts are awarded to the Most Economically Advantageous Tender.
6	Alternative options considered and rejected: <ol style="list-style-type: none"> 1. Do not award a new contract: Rejected, as this would leave the authority at risk, without security services and unable to comply with legislation or with legal and procurement guidance. 2. Award the contract to a different provider: Rejected because Security Management South West have been selected as the successful provider following a robust procurement process.

7	<p>Financial implications and risks:</p> <p>The financial implications of this decision will be a revenue commitment over 10 years of approximately £8,880,000 in total, which breaks down as follows:</p> <p>Security Services for Facilities Management - £7,870,000 over 10 years Security Services for Events and Elections - £1,010,000 over 10 years</p> <p>The actual spend for each contract will depend upon the uptake of services throughout the life of each contract.</p> <p>The contract will be funded through the respective revenue budgets of Facilities Management, Events and Electoral services.</p> <p>Key Risks</p> <p>Failure to secure contracts award will leave the Council exposed to reputational risk and financial loss, due to the Council being unable to:</p> <ul style="list-style-type: none"> • Provide security at events and elections; • Provide security at Council assets resulting in potential risk of damage to property, non-compliance with relevant legislation, insurances or risk to the Council staff and members of the public. • Adequately demonstrate in a court of law having correct security cover in place in order to protect the Council from claims. • Provide certain elements of security services excluded from the current contract, which the new contracts will include. 																
8	<p>Legal Implications and risks: (for completion by Legal Officers)</p> <p>None</p>																
9a	<table border="1"> <thead> <tr> <th data-bbox="233 1200 759 1290">Is the decision a Key Decision? (please contact Democratic Support for further advice)</th> <th data-bbox="759 1200 855 1290">Yes</th> <th data-bbox="855 1200 1007 1290">No</th> <th data-bbox="1007 1200 1493 1290">Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td data-bbox="233 1290 759 1458"></td> <td data-bbox="759 1290 855 1458">X</td> <td data-bbox="855 1290 1007 1458"></td> <td data-bbox="1007 1290 1493 1458">in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total</td> </tr> <tr> <td data-bbox="233 1458 759 1648"></td> <td data-bbox="759 1458 855 1648"></td> <td data-bbox="855 1458 1007 1648">X</td> <td data-bbox="1007 1458 1493 1648">in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million, annually</td> </tr> <tr> <td data-bbox="233 1648 759 1792"></td> <td data-bbox="759 1648 855 1792"></td> <td data-bbox="855 1648 1007 1792">X</td> <td data-bbox="1007 1648 1493 1792">is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.</td> </tr> </tbody> </table>	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:		X		in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million , annually			X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:														
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		X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.														
9b	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p> <p>01/05/2025</p>																
10	<p>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the</p> <p>Working with the police to tackle crime and anti-social behaviour at events and in public buildings protecting both public and staff.</p>																

	revenue/capital budget:	Keeping children, adults and Communities safe during events, meeting licensing objectives assisting with public safety and counter terrorism.		
I I	Please specify any direct environmental implications of the decision (carbon impact)	There are no direct environmental implications anticipated from this procurement process. A climate impact assessment is attached.		
Urgent decisions				
I 2a	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	X	(If no, go to section I 3a)
I 2b	Reason for urgency:			
I 2c	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
I 3a	Which Cabinet Member's portfolio does this decision relate to?	Councillor Chris Penberthy (Cabinet Member for Housing, Co-operative Development and Communities)		
I 3b	Date Cabinet Member consulted	13/02/2025		
I 3c	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section I 4)
I 3d	Which other Cabinet member's portfolio is affected by the decision?	Councillor Sally Haydon (Cabinet Member for Community Safety, Libraries, Events, Cemeteries and Crematoria)		
I 3e	Date other Cabinet member(s) consulted	21/05/2025		
I 4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
I 5	Which Corporate Management Team member has been consulted?	Name	Jens Gemmel	
		Job title	Chief Operating Officer	
		Date consulted	23/12/24	
Sign-off				

16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	JS04 25/26
		Finance (mandatory)	OW.25.26.008
		Legal (mandatory)	LS/4552(02)/RH/2205 25
		Human Resources (if applicable)	
		Corporate property (if applicable)	
		Procurement (if applicable)	GA/PS/785/ED/0525

Appendices


17	Ref.	Title of appendix
	A	Briefing report
	B	Equalities Impact Assessment
	C	Climate Impact Assessment

Confidential/exempt information

18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		No	X					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							

Background Papers

19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Contract Award Report				X				
Procurement Discussion Record				X				

Council Officer Signature			
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.		
Signature		Date of decision	4/6/25
Print Name	Kirstie Spencer (Interim Head of Facilities Management)		

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BRIEFING PAPER- PROVISION OF SECURITY SERVICES

Facilities Management HROD

**1. EXECUTIVE SUMMARY**

1. The purpose of this document is to accompany the Executive Decision for the award of contracts for Security Services. The current contracts are due to expire in September 2025. In order to secure service continuity the Council underwent a competitive tender to identify the cost economically advantageous suppliers to provide the protection of Council assets and personnel, as well as public safety during events and elections. The new contract will be awarded for an initial 5-year period, with options to extend them further by up to 5 years.

2. BACKGROUND

Plymouth City Council was seeking suppliers to deliver the Provision of Security Services. The overall provision was divided to two lots, each of which to be awarded a separate contract within set budgets, as shown below.

Lot 1: Security Services for Facilities Management – £7,870,000 (ex. VAT) over 10 years

Lot 2: Security Services for Events and Elections – £1,010,000 (ex. VAT) over 10 years

3. PROCUREMENT PROCESS

The Council conducted a competitive tender process compliant with the Public Contracts Regulations 2015. The tender was subject to a two-stage Restricted Procedure comprising a Pre-Selection stage and an Award stage.

The tender was advertised on the Supplying the South-West portal and on the Find a Tender. The Council received the total of thirty-six (36) on-time submissions, twenty-two (22) for Lot 1 and fourteen (14) for Lot 2.

Following extensive and robust evaluation of Selection Questionnaires in Stage 1, four (4) compliant and highest scoring submissions were shortlisted to Stage 2 – Award in Lot 1, and two (2) in Lot 2.

4. A robust assessment of the Award Stage was delivered against published pre-set criteria and weightings for Quality, Price and Social Value in both lots. The Tender submissions received were evaluated in accordance with the overall evaluation strategy set out within the Procurement documentation, and were independently evaluated by Council Officers, all of whom had the appropriate skills and experience, to ensure transparency and robustness in the process.

5. FINANCIAL IMPLICATIONS

Financial provision for contracts deriving from each tendered lot has been made within the project budget. The actual contract value in each Lot will vary, subject to the uptake of services throughout the life of each contract.

6. TENDER RESULTS

The tender evaluation process has now been completed, and the contracts will be awarded to compliant, and the Most Economically Advantageous Tenderers:

Lot 1: Security Management South-West Ltd.

Lot 2: Security Management South-West Ltd

EQUALITY IMPACT ASSESSMENT – SECURITY CONTRACT AWARD

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	Ray House (Commissioning Officer FM)	Department and service:	Facilities Management, People	Date of assessment:	20/05/2025
Lead Officer: Head of Service, Service Director, or Strategic Director.	Kirstie Spencer (Interim Head of Service Facilities Management)	Signature:		Approval date:	21/5/25
Overview:	<p>The Council has recently run a full procurement tender for the Council's Security Services.</p> <p>Plymouth City Council has a legal obligation to provide security at Council run events to meet its duties under public safety, as well as ensuring safety at elections, and that measures are in place to protect against interference at polling stations and the count.</p> <p>This provision will also cover the Councils' responsibilities for static guarding, patrols and key holding responsibilities of its facilities.</p> <p>This spans 3 service areas:</p> <p>Facilities Management is the largest stakeholder with Events and Elections carrying the bigger risk.</p>				
Decision required:	<p>To award the contract for Security Services to Security Management South West Ltd at a value of £8,880,000. for 10 years</p> <ul style="list-style-type: none">1. Lot 1 - £7,870,000 over 10 years2. Lot 2 - £1,010,000 over 10 years				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	X
Potential internal impacts:	Yes		No	X

Does the proposal have the potential to negatively impact Plymouth City Council employees?				
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes		No	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	There are no anticipated equality implications as a result of this decision.			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
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Age	Plymouth	None anticipated		
	<ul style="list-style-type: none">• 16.4 per cent of people in Plymouth are children aged under 15.• 65.1 per cent are adults aged 15 to 64.• 18.5 percent are adults aged 65 and over.• 2.4 percent of the resident population are 85 and over.			
	South West			
	<ul style="list-style-type: none">• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.• 22.3 per cent are aged 65 and over.			
	England			
	<ul style="list-style-type: none">• 17.4 per cent of people are aged 0 to 14.• 64.2 per cent of people are aged 15 to 64.• 18.4 per cent of people are aged 65 and over.			
	(2021 Census)			

<p>Care experienced individuals</p> <p>(Note that as per the Independent Review of Children's Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>	None anticipated		
<p>Disability</p>	<p>9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)</p>	None anticipated		

Gender reassignment	0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).	None anticipated		
Marriage and civil partnership	40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married. 0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).	None anticipated		
Pregnancy and maternity	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.	None anticipated		

Race	<p>In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	None anticipated		
Religion or belief	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth's population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	None anticipated		
Sex	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	None anticipated		
Sexual orientation	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	None anticipated		

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

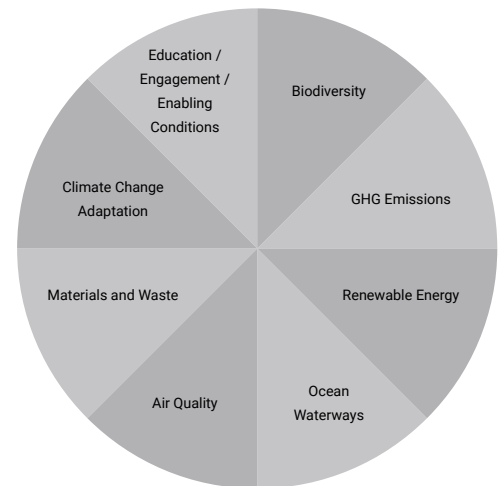
Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	None anticipated		

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Work together in partnership to: <ul style="list-style-type: none">▪ promote equality, diversity and inclusion▪ facilitate community cohesion▪ support people with different backgrounds and lived experiences to get on well together	None anticipated		
Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.	None anticipated		
Build and develop a diverse workforce that represents the community and citizens it serves.	None anticipated		
Support diverse communities to feel confident to report crime and anti-social behaviour, including hate crime and hate incidents, and work with partners to ensure Plymouth is a city where everybody feels safe and welcome.	None anticipated		

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Security Contract renewal FINAL



Assessment ID: SEC472

Assessment Author: Ray House

Assessment Initial Summary:

Renewal of PCC security contract for a 10 year contract, providing security services for events, elections, static guarding on premises to include patrol s, keyholding and call outs.

Assessment Final Summary:

The procurement will be asking companies how they intend to reduce their carbon footprint, what measures they have in place regarding vehicles and patrols and there impact on the environment. Will they have a local base for the contract to reduce travel and emissions.

Biodiversity Score: 3

Biodiversity Score Justification: The provision of security services is for manpower only and no changes to land use. Patrol vehicles could have a minor impact but we will be looking at companies that are using hybrid or electric vehicles.

Biodiversity Score Mitigate: No

GHG Emissions Score: 2

GHG Emissions Score Justification: Some impact could be caused by emissions from patrol vehicles,.

GHG Emissions Score Mitigate: Yes

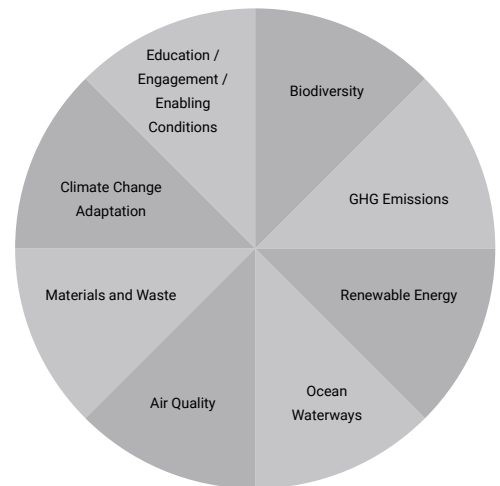
GHG Emissions Revised Score: 3

GHG Emissions Revised Score Justification: We would look at awarding to companies who can demonstrate how they reduce emissions including the use of such things as electric or hybrid vehicles.

Renewable Energy Score: 3

Renewable Energy Score Justification: This project will have no direct impact on this to our knowledge. The only impact this could have is if a new company was appointed and had a new facility built. This is highly improbable.

Security Contract renewal FINAL



Renewable Energy Score Mitigate: No

Ocean and Waterways Score: 3

Ocean and Waterways Score Justification: this contract should not increase any of the issues raised as it is mainly staff at facilities an events. No increase of this level of staffing is anticipated so should not have any increase .

Ocean and Waterways Score Mitigate: No

Air Quality Score: 2

Air Quality Score Justification: Only Patrols and staff transport to events and patrols.

Air Quality Score Mitigate: Yes

Air Quality Revised Score: 3

Air Quality Revised Score Justification: Companies can use electric or hybrid patrol vehicles. Staffing for events could be done by car share or public transport where possible.

Materials and Waste Score: 2

Materials and Waste Score Justification: there is a requirement at events for staff to have access to water this has previously been via single use plastic bottles.

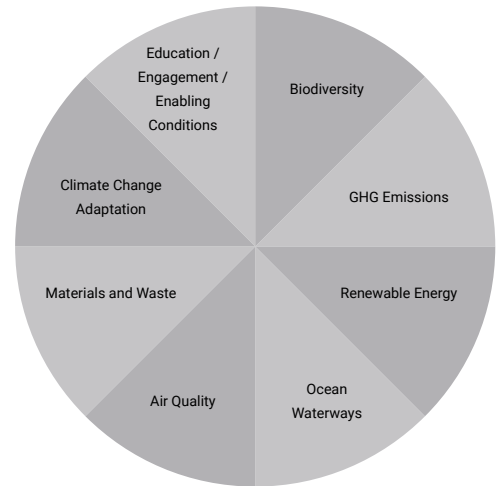
Materials and Waste Score Mitigate: Yes

Materials and Waste Revised Score: 3

Materials and Waste Revised Score Justification: Companies can switch to issuing refillable water bottles negating this impact.

Climate Change Adaptation Score: 2

Security Contract renewal FINAL



Climate Change Adaptation Score Justification: There are potential issues around vehicles transport and and minimal impact on the environment.

Climate Change Adaptation Score Mitigate: Yes

Climate Change Adaptation Revised Score: 3

Climate Change Adaptation Revised Score Justification: ensure the procurement asks the appropriate climate impact questions and determines how companies intend to minimise their impact and carbon footprint .

Education / Engagement / Enabling Conditions Score: 3

Education / Engagement / Enabling Conditions Score Justification: The aim of this project is focused on public safety and counter terrorism and not the issues listed

Education / Engagement / Enabling Conditions Score Mitigate: No

Wheel Key

■ Long lasting or severe negative impact	■ Short term or limited negative impact	■ No impact or neutral impact	■ Short term or limited positive impact	■ Long lasting or extensive positive impact
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