

EXECUTIVE DECISION

made by the Council Leader




REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L 58 23/24

Decision	
1	Title of decision: Security Contract Renewal, Procurement Authorisation
2	Decision maker: Councillor Tudor Evans OBE (Leader of the Council)
3	Report author and contact details: Ray House ray.house@plymouth.gov.uk 01752 307024
4	<p>Decision to be taken:</p> <ol style="list-style-type: none"> To approve the Business Case To approve the new procurement of security services contract for a maximum period of 10 years (initial contract period 5 years with an option to extend it further for up to 5 additional years). Estimated total contract value is £8,880,000; To delegate authority for the award of contract/-s to the Head of Service for Facilities Management, where they would otherwise not have the authority to do so within the scheme of delegation.
5	<p>Reasons for decision:</p> <p>A new full procurement of the security contract is required to ensure the Council has continuity of security cover over service areas that require this. The existing contract is set to expire on 30/12/24.</p> <p>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.</p> <p>The procurement will put in place a company, or companies, who will be able to work with the authority as it adjusts its property portfolio and service delivery changes. This will allow the authority better to predict its annual spend and budget for security provision.</p>
6	<p>Alternative options considered and rejected:</p> <ol style="list-style-type: none"> Do not tender 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.
7	<p>Financial implications and risks:</p> <p>The financial implications of this decision will be a revenue commitment of approximately £8,888,000 over the 10 years, funded through the revenue budgets for Facilities Management, Events and Electoral services. This may reduce as the authority slims its portfolio of property and streamlines services. A final contract sum will be agreed through a contract award decision, following the procurement process.</p>

8	Is the decision a Key Decision? (please contact Democratic Support for further advice) Please type an X into the relevant boxes	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 £1million , 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.	
	If yes, publication date on the Forward Plan:	N/A		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	Working with the police to tackle crime and anti-social behaviour at events and in public buildings protecting both public and staff. Keeping children, adults and Communities safe during events, meeting licensing objectives assisting with public safety and counter terrorism.		
10	Please specify any direct environmental implications of the decision (carbon impact)	There are no direct environmental implications anticipated from this procurement process.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public? Please type an X into the relevant box	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision? Please type an X into the relevant box	Yes	x	
		No		(If no go to section 14)

13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Jemima Laing (Deputy Leader and Cabinet Member for Children's Social Care, Culture, Events, and Communications) Councillor Chris Penberthy (Cabinet Member for Housing, Cooperative Development and Communities)		
13c	Date Cabinet member consulted	8/2/2024		
14	Has any Cabinet member declared a conflict of interest in relation to the decision? Please type an X into the relevant box	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
15	Which Corporate Management Team member has been consulted?	Name	Giles Perritt	
		Job title	Assistant Chief Executive	
		Date consulted	05/02/24	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS 121 23/24	
		Finance (mandatory)	DJN.23.24.216	
		Legal (mandatory)	LS/00001312/2/AC/1 2/3/24.	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	GA/PS/721/ED/0324	
Appendices				
17	Ref.	Title of appendix		
A		Business case		
B		EIA		
Confidential/exempt information				
18a	Do you need to include any confidential/exempt information? Please type an X into the relevant box	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. (Keep as much information as possible in the briefing report that will be in the public domain)
		No	X	
		Exemption Paragraph Number		

		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>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 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	<p>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 (2010) and those who do not. For further details please see the EIA attached.</p>							
Signature				Date of decision	14 March 2024			
Print Name	Councillor Tudor Evans OBE (Leader of the Council)							