

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</p> <p>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	<p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p>	<p>Yes</p> <p>X</p>	<p>No</p> <p>X</p>	<p>Per the Constitution, a key decision is one which:</p> <p>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</p> <p>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</p> <p>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.</p>
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				
I2a	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 I3a)
I2b	Reason for urgency:			
I2c	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
I3a	Which Cabinet Member's portfolio does this decision relate to?	Councillor Chris Penberthy (Cabinet Member for Housing, Co-operative Development and Communities)		
I3b	Date Cabinet Member consulted	13/02/2025		
I3c	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section I4)
I3d	Which other Cabinet member's portfolio is affected by the decision?	Councillor Sally Haydon (Cabinet Member for Community Safety, Libraries, Events, Cemeteries and Crematoria)		
I3e	Date other Cabinet member(s) consulted	21/05/2025		
I4	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	
I5	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)		