

ASHFIELD DISTRICT COUNCIL: EXECUTIVE FUNCTIONS DECISION RECORD

Please use this form to record any Executive Decision taken by an Executive Lead Member or Chief Officer.

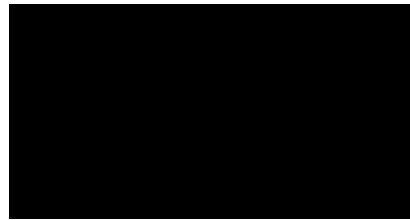
TO BE COMPLETED BY THE DECISION TAKER:	
1.	Title / Subject Matter: Appointment of Events Operator
2.	Is this a Key Decision: Yes
3.	Decision Taken: 1. To appoint Out of The Box Events to deliver the Council's Corporate Events programme from 2024-25 – 2026-27.
4.	Reasons for the Decision: Please see report attached.
5.	Copy of the Report or Briefing Note setting out the information which was used as the basis for the Decision: Please see attached.
6.	Was the Decision classed as exempt? If so, what were the reasons for this: No
7.	Alternative Options Considered / Rejected: Not to appoint Out of the Box Events – Rejected – the company scored highest in the tender process.
8.	Declarations of Interest and Dispensations – if applicable: Any Declarations of Interest relating to this decision and subsequent dispensations should be listed. N/A
9.	Name / Title of the relevant Executive Lead Member(s) consulted (if appropriate): Cabinet Member: Cllr Chris Huskinson Executive Lead Member for Leisure, Health and Wellbeing

10. Name / Title of the decision taker:

(a) Executive Lead Member:

Cabinet Member: Cllr Chris Huskinson

Executive Lead Member for Leisure, Health and Wellbeing



Date: 15 April 2024

TO BE COMPLETED BY DEMOCRATIC SERVICES

1. Date that the decision was notified to Members:

N/A – Overview and Scrutiny Procedure Rule in place

2. Date and time when the Call-In period for this decision ends:

3. Date when the decision can be implemented (five clear working days following publication):

4. Decision Reference Number (if applicable):

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.

EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION:

Use this section to share any confidential information. **This will not be published or placed on the Council's web site.** It will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) ruth.dennis@ashfield.gov.uk or any member of the Democratic Services Team.

Report To:	CLLR CHRIS HUSKINSON
Date:	15TH APRIL 2024
Heading:	APPOINTMENT OF EVENTS OPERATOR FOR THE CORPORATE EVENTS PROGRAMME
Executive Lead Member:	CLLR CHRIS HUSKINSON, EXECUTIVE LEAD MEMBER FOR LEISURE, HEALTH AND WELLBEING
Ward/s:	ALL WARDS
Key Decision:	YES
Subject to Call-In:	NO

Purpose of Report

1. To provide the outcome of the tender process for delivery of the Council's Corporate Events programme and recommend appointment of the operator.

Recommendation(s)

1. To appoint Out of The Box Events to deliver the Council's Corporate Events programme from 2024-25 – 2026-27.

Reasons for Recommendation(s)

To ensure that there is authority to appoint Out of the Box Events to deliver the Council's Corporate Events Programme.

Alternative Options Considered

- Not to appoint Out of the Box Events – Rejected – the company scored highest in the tender process.

Detailed Information

Following a review, it was recognised that to meet the Council’s ambition to increase the scale and scope of its Corporate Events Programme an external events provider should be appointed.

A tender for a three-year programme was advertised publicly in accordance with the Council’s contract procurement rules. The opportunity was published in mid-January 2024 with a closing date in February.

The tender process was led by Nottinghamshire County Council, Ashfield’s procurement partner. Compliant tenders were received from eight companies and were scored on price, quality and social value. Clarification meetings were held with the companies scoring highest. As a result of this process, Out of The Box scored highest overall and will be appointed as the Events Operator.

There is an option to extend the contract to 2027-28 and then to 2028-29, subject to a review towards and end of year 3 and year 4.

Implications

Corporate Plan:

Economic Growth and Place

Visitor economy, arts and culture is one of the Council’s six key ambitions within this priority and includes an action of:

- Delivering our Events Programme for 2023/24 and considering an expanded programme from 2024 onwards.

Legal:

The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (Contracts) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK legislation every contract entered into on behalf of the Council must also comply with the Council’s Contract Procedure Rules and the Council’s Financial Regulations.[LE 11.04.24]

Finance: The net additional cost of £20,806 has been built into the budget for 2024/25 and the additional £52,544 cost will be reflected in the next update to the Medium-Term Financial Strategy. [PH 11/04/2024].

Budget Area	Implication
General Fund – Revenue Budget	<p>The events budget will need to be increased from £38,825 (net of a £2k sponsorship budget which is to be deleted as any sponsorship monies would be retained by the provider) to £112,175 for the next three years.</p> <p>In 2024/25 this will be partially offset by the UK Shared Prosperity Fund allocation of £52,544.</p>

General Fund – Capital Programme	No Implications
Housing Revenue Account – Revenue Budget	No Implications
Housing Revenue Account – Capital Programme	No Implications

Risk:

Risk	Mitigation
A risk register will be developed for the Corporate Events Programme	

Human Resources:

There are no direct HR implications contained in the report.

Environmental/Sustainability:

Environmental Sustainability and social value are key objectives within the contract and were included in the quality assessment.

Equalities:

No issues identified for this report.

Other Implications:

Not applicable.

Reason(s) for Urgency

In accordance with Overview and Scrutiny Procedure Rule 13 (Call in of Executive Decisions), the decision has been deemed to be urgent as the operator needs to place orders as soon as possible. The decision will therefore be taken without delay and will not be subject to the standard Member call-in procedure.

Reason(s) for Exemption

Not applicable.

Background Papers

Report attached.

Report Author and Contact Officer

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