

NORTH LINCOLNSHIRE COUNCIL

**OFFICER DECISION NOTICE AND RECORD
(PUBLISHED)**

1. DECISION TAKEN			
To approve the procurement of the contract for the erection and dismantling of outdoor market stalls at Ashby and Brigg Markets.			
EXECUTIVE	<input checked="" type="checkbox"/>	NON-EXECUTIVE	<input type="checkbox"/>
			(Please tick either)
IS THIS A 'KEY DECISION' ? (see definition overleaf)			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)			

2. OFFICER DECISION TAKER	NAME Helen Manderson
	POSITION/POST Director of Business Development
	SIGNATURE 
	DATE 27/08/20
3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)	Report attached.
4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))	Options considered in report.
<i>TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.</i>	
5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER	COUNCILLOR
	POSITION
	SIGNATURE
	DATE
6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE	

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(CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN	
7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)	

PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.

WHEN COMPLETE, PLEASE SEND TO HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, SCUNTHORPE FOR PUBLISHING.

(The definitions of a key decision are when an **executive** decision is likely -

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

Report of the Director of Business Development

NORTH LINCOLNSHIRE COUNCIL

Director of Business Development

PROCUREMENT OF THE ERECTION AND DISMANTLING OF OUTDOOR MARKET STALLS

1. OBJECT AND KEY POINTS IN THIS REPORT

- The existing contract for the erection and dismantling of market stalls for Brigg and Ashby markets has expired and requires retendering to ensure compliance with the Council's Contract Procedure Rules.
- Approval is being sought from the Director of Business Development to commence the procurement process.
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2. BACKGROUND INFORMATION

- 2.1 The Council provides a weekly general market in Ashby Broadway and weekly general markets plus a monthly FARMA- accredited Farmers' Market in Brigg. The current contract for the erection and dismantling of these market stalls has expired and a tender process is required under the Council's contract procedure rules to appoint a new provider.
- 2.2 The contract will cover the erection and dismantling of market stalls at the following markets:
- Ashby Broadway traditional weekly Thursday street market
 - Brigg traditional weekly Saturday outdoor market
 - Brigg farmers' market held every 4th Saturday of the month
 - Seasonal specialist occasional markets and events
- 2.3 An invitation to tender will be conducted inviting bidders to price for the erection and dismantling of each market. Bids will be evaluated based on 60% price and 40% quality. The quality elements will test the bidder's

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ability to respond to contingency planning and health and safety requirements. The contract is expected to commence in August 2020 and shall be effective for two years with an option to extend for up to two further years based on performance.

3. OPTIONS FOR CONSIDERATION

- 3.1 Option 1 – continue with current provider.
- 3.2 Option 2 – retender following a compliant competitive process in accordance with the Council's contract procedure rules.
- 3.3. Option 3 – provide the service in house.

4. ANALYSIS OF OPTIONS

- 4.1 Option 1 – continuing with the current provider without conducting a new tender would put the Council at risk of challenge from other suppliers.
- 4.2 Option 2 – this option would comply with the Council's contract procedure rules and provide value for money.
- 4.3 Option 3 – currently the Council does not have the staffing resource capacity to carry out this function and would need to recruit and train a minimum of three individuals to work a split shift day on 2 days a week. Due to the unsociable hours and physical fitness required to erect and dismantle the stalls it has been difficult in the past to find reliable people willing to take on this role particularly only on 2 days a week.

5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

- 5.1 The anticipated annual spend is £40,000 based on the previous three years actual spend.
- 5.2 The contract will be managed by the Council's Market Manager who will liaise with the provider weekly.

6. OTHER RELEVANT IMPLICATIONS (e.g. CRIME AND DISORDER, EQUALITIES, COUNCIL PLAN, ENVIRONMENTAL, RISK etc.)

- 6.1 The provision of outdoor markets will contribute to successful high streets in our towns across North Lincolnshire.
- 6.2 There are no other relevant implications.

7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTEREST DECLARED

7.1 A Stage 1 Integrated Impact Assessment has been undertaken and no adverse impacts were identified.

8. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

8.1 No formal consultation has been undertaken on the retendering process.

9. RECOMMENDATIONS

9.1 That option 2 is approved to commence the procurement process to retender for the contract.

DIRECTOR OF BUSINESS DEVELOPMENT

North Lincolnshire Council
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Author: Kristopher Thickett
Date: 4th August 2020

Background Papers used in the preparation of this report