



Notice of Non-key Executive Decision

Subject Heading:	Festive lighting contract 2018/19
Cabinet Member:	Councillor Damian White
SLT Lead:	Jane West, Chief Operating Officer
Report Author and contact details:	Maile Flynn, Senior Events Officer
Policy context:	The decision has been made in line with procurement policy and guidelines
Financial summary:	This is a one year + one year contract. The value for the contract for 2018/19 is approximately £50k. The budget has been approved. The contract may be renewed for 2019/20 by an extension of up to a further one year subject to budgets/funding availability, relevant internal approvals plus service satisfaction with the supplier, unless terminated by the Council.
Relevant OSC:	N/A
Is this decision exempt from being called-in?	Yes. It is a non-key decision by a member of staff

The subject matter of this report deals with the following Council Objectives

Communities making Havering	<input checked="" type="checkbox"/>
Places making Havering	<input checked="" type="checkbox"/>
Opportunities making Havering	<input type="checkbox"/>
Connections making Havering	<input type="checkbox"/>

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

We are looking to appoint a festive lighting supplier who will provide festive motifs installation and removal on designated lamppost columns in specified town centres of the borough for Christmas 2018. With the advice from procurement, we are looking to appoint on a one year plus one year contract to allow us to renew the contract for a further one year after the end of year one, subject to budgets/funding availability, relevant internal approvals plus service satisfaction with the supplier. It will also make bidding for the contract more attractive to prospective suppliers. This has been agreed with procurement and follows procurement's guidelines and procedures.

As the total value of the contract is approximately £100k (one year + one year) we have been advised to complete a Non-Key Executive Decision form. This decision will not have a significant impact on the wards that the festive lighting will be installed in as this is something that the Council has provided for many years and the expectation is for the Council to continue to provide this as part of its Christmas festivities.

AUTHORITY UNDER WHICH DECISION IS MADE

This is a non-key decision that requires the approval of the Head of Service

STATEMENT OF THE REASONS FOR THE DECISION

The current festive lighting contract, which covers festive lighting provision (installation and removal) in Havering's town centres, is due to end in September 2018.

We therefore need to complete a competitive tender process to appoint a supplier to fulfil the contract for Christmas 2018. We will need to appoint a supplier by the end of the current contract.

OTHER OPTIONS CONSIDERED AND REJECTED

We are unable to make a request for quotes to potential suppliers, with the aim of receiving three to evaluate for best value for money, due to the value of the contract (over £25k).

We did consider awarding a contract on a one year basis, which would make the total value £50k, but it was felt that due to the timescales involved (supplier will need to work with the Council from September – January period to cover planning, installation and removal of lights) and to make the tender more attractive to bidders a one year + one year contract would suit this type of work best. This has been agreed with the

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advice received from procurement.

PRE-DECISION CONSULTATION

N/A

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Maile Flynn

Designation: Senior Events Officer

Signature: 

Date: 02.07.2018

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

There are health and safety risks associated with the motifs themselves and their installation and removal from the lamppost columns. However, we will be requesting risk assessments and all relevant insurance documentation (Employer's liability, public liability and professional indemnity insurance) as part of the tendering process and will not appoint a supplier who is unable to evidence appropriate procedures in place and certification.

FINANCIAL IMPLICATIONS AND RISKS

At this time, there will be no financial implications outside of the earmarked amount for the cost of delivering the festive lighting provision for the borough.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

There are no human resources implications and risks (nor accommodation implications) to this decision.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

We do not consider there to be any equalities and social inclusion implications and risks to this decision.

BACKGROUND PAPERS

Procurement Guidance – London Borough of Havering Contract Procedure Rules (Strategic Procurement Unit, February 2016)

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Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Proposal NOT agreed because

Details of decision maker

Signed



Name: Sunita Patel

Cabinet Portfolio held:

CMT Member title:

Head of Service title: Head of Communications

Other manager title:

Date: 02.07.2018

Lodging this notice

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Democratic Services Officer in Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on 21/7/2018

Signed 

