

Decision Pathway Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 21 January 2020

TITLE	Re-Procurement of the Run Bristol contract 2021-2026		
Ward(s)	Citywide		
Author:	Amanda Sharpe	Job title:	Events Officer
Cabinet lead:	Cllr Asher Craig	Executive Director lead:	Stephen Peacock
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> To approve the re-procurement of the Run Bristol contract to an external contractor to deliver the Bristol 10k and Bristol Half Marathon mass-participation running events for the city – from 2021 – 2026. 			
Evidence Base:			
<ol style="list-style-type: none"> Current contract expires in 2020 and a new contract is required for future 5 years of delivery of these events. The contractor will require 12 months lead-time in order to successfully deliver in the 10k in May 2021. The contract provides the city with an income from entry fees. 			
Cabinet Member / Officer Recommendations:			
That cabinet;			
<ol style="list-style-type: none"> Approve the retender of the Run Bristol contract for the period 2021 – 2026. Authorise the Executive Director for Growth and Regeneration in consultation with the Cabinet Member; Member: Communities to procure and award the contract. 			
Corporate Strategy alignment:			
Aligns to the Well-being Key Commitment from the Corporate Strategy to Keep Bristol a leading cultural city , helping make culture, sport and play accessible to all.			
City Benefits:			
<ol style="list-style-type: none"> Health benefits for participants. Helps to promote the city through positive media and imagery, press and social media. Boost to local businesses, as many runners and families and supporters spend money in city centre. Provides volunteering opportunities – through volunteer marshals etc. Generates large amounts of money for charities within the city Develops partnerships between the city council, universities and NHS, local running clubs and others. Fully inclusive events which enable participation of disabled and visually impaired runners. 			
Consultation Details:			
N/a			
Background Documents: Bristol: City of Openness, Imagination and Originators (Bristol’s Cultural Strategy)			

Income	--£600,000 Gross Revenue pa	Source of Revenue Funding	<i>Income to Events budget</i>
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	(Percentage of which is paid to BCC).		
Capital Cost	£0	Source of Capital Funding	n/a
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input checked="" type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: The current contract for the management and delivery of these events was awarded to The Great Run Company in 2015 – they have successfully delivered both events for the last 4 years – 2020 will be the final year of this contract.

Under the current contract, Bristol City Council is paid a percentage of the entry fees for each event, and covers BCC costs i.e. Highways for road closure orders, some direct staffing cost at the event and a payment to local ferry company to provide transport during the event, amongst other things. These costs represents the proportion of costs not covered under the original contract, however, the aim is for the new contract to include all direct costs associated with the event.

The gross revenue from both events is estimated at c£600k, and under the new contract, bidders will be expected to propose a percentage split between what will be retained and what will be paid over to BCC. The current contract covers all BCC costs and makes a contribution towards the wider events team costs. There is a net cost of c£200k from the wider event team activities (who are also responsible for other events not covered by this report).

It is expected that the new contract will be operated on a full cost recovery basis, and will ensure that all staff costs, marketing and other associated costs are met from any revenue generated. There are no new cost implications anticipated for BCC resulting from this contract.

The costs of preparing for the tender is being covered from within existing Event team budgets.

As part of full cost recovery, the service will be expected to calculate the total cost of team as well as all the associated overheads attributable to these events.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, 5.11.19

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Solicitor/Team Leader, 8 October 2019

3. Implications on IT: No impact anticipated on IT Services

IT Team Leader: Simon Oliver, Director – Digital Transformation

4. HR Advice: There are no anticipated HR implications evident

HR Partner: Celia Williams , HR Business Partner

EDM Sign-off	Stephen Peacock	27.11.19
Cabinet Member sign-off	Cllr. Asher Craig	10.12.19
For Key Decisions - Mayor's Office sign-off	Mayor's Office	18.12.19

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	YES
Appendix J – HR advice	NO
Appendix K – ICT	NO