

Decision Pathway – Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 12 July 2022

TITLE	Events and Conference Catering contracts								
Ward(s)	none								
Author: Ellen Hitchins					Job title: Workplace Support Manager				
Cabinet lead: Cllr Cheney Cabinet Member for City Economy, Finance and Performance					Executive Director lead: Mike Jackson				
Proposal origin: BCC Staff									
Decision maker: Cabinet Member Decision forum: Cabinet									
Purpose of Report: Seeking approval to directly award a new contract to provide café service at City Hall, Central Library and Create Centre to Caffe Gusto, a new contract award to Parsnip Mash to continue to provide the conference and events provision at Mansion House and City Hall and to reinstate the Pegasus contract to supply catering for City Hall Conference and Events until the end of December 2023.									
Evidence Base:									
1.This report seeks approval to enter into new contractual arrangements in catering and events to support income generation following on from the pandemic. There are several contracts in this area which we are planning to coincide the conclusion of, so that we can consolidate them and support a one council approach with this aspect of Facilities Management service delivery.									
2.Approval is sought to directly award contracts to Caffe Gusto to provide café services at City Hall, Central Library and the Create Centre. It also seeks approval to award a contract to Parsnip Mash to provide conference and events provision at the Mansion House and City Hall and to reinstate the Pegasus contract to supply catering services for City Hall Conference and Events.									
3.Prior to the end of 2023 a report will be brought to Cabinet to request approval to retender for a new catering contract which includes various catering outlets. This report therefore does not request any contract provision beyond December 2023. The proposed end date for these contracts is to bring the catering in line with the one council approach with other catering contracts within the authority ending at the same time and being included in the same proposed tender.									
The current contracts in place are:									
Name of company	Venue catered for	Original contract date	contract length	Years extended by	New contract length	original value per year	new value for 19month	contract status	
Parsnip Mash	Mansion House/City Hall	2015	2 years	2 years	19 months	£500,000	£1.8m	expired	
Pegasus	All Bristol City Council sites	2012	5 years	N/A	19 months	£500,000	£63,500	expired	
Caffe Gusto	City Hall café	2016	2 years	1 year	19 months	£310,000	£190,000	expired	

Caffe Gusto	Central Library/Create Centre	N/A	N/A	N/A	19 months	N/A	£540,000	To be added to City Hall cafe contract
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Please also see Exempt Appendix I outlining the contract income.

4. City Hall, Central Library and Create Centre all had good working cafes before Covid. Unfortunately, the providers for Create Centre and Central Library cafes no longer wish to supply this service and so another caterer is required. Caffe Gusto have offered to provide this service. As Caffe Gusto have successfully provided the service for City Hall for four years, originally contracted in 2016 for two years and then extended for one year pre covid, it is proposed to enter a new contract with Caffe Gusto until 31 December 2023 which will include the additional two cafes. The cafes will provide valuable income for Bristol City Council and attract more visitors to Central Library and Create Centre. They will also provide the staff based at City Hall a choice of somewhere to meet colleagues to eat or have a coffee. Caffe Gusto hold a Bristol Eating Better Gold award and has worked hard with Bristol City Council to provide a service whilst considering the environmental impact.

5. Parsnip Mash has been trading at the Mansion House since being awarded the contract in 2015 which was extended for two years and then a further two years. They provide a good service and ensure that the environment is always considered. They have established a good reputation and have secured bookings for the future. Having an active supplier offering the service, will increase the ability of the Council to attract bidders for the new contract. Approval is therefore sought to award a new contract to Parsnip Mash to provide conference and events provision at the Mansion House and City Hall until 31 December 2023.

Pegasus have been providing catering services for all areas of Bristol City Council since 2012 and have been providing a good service including accommodating last minute requests from conference and events customers.

Both Pegasus and Parsnip mash will continue to provide options for catering at City Hall, allowing customers to have a choice of provider.

Closer contract management will take place in relation to all the new contracts.

A further report will be brought back to Cabinet to seek approval to procure and award a central contract for this activity.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorises the Chief Executive in consultation with the Deputy Mayor City Economy Finance and Performance to take all steps required to directly award : -
 - a) a catering and events contract to Café Gusto to include City Hall, Central Library and Create Centre until 31 December 2023; and
 - b) A conferencing and events contract to Parsnip Mash for the Mansion House and City Hall until 31 December 2023
 - c) A catering contract to Pegasus Catering for City Hall until December 2023 in-line with the maximum budget envelopes outlined in this report.
2. Notes the intention to bring a further report to Cabinet next year to seek approval to procure a new catering and events contract to include all venues.

Corporate Strategy alignment: Parsnip Mash, Pegasus and Caffe Gusto all pay the living wage to all staff, are dedicated to using locally sourced produce where possible, stock free trade and/or forest alliance tea/coffee and produce. All companies can supply or adapt menus that will meet different dietary, religious and cultural needs. All companies are dedicated to reducing the amount of waste generated with the packaging they do have to use being either recyclable or reusable. Food waste is especially kept to a minimum with Caffe Gusto donating food items to food banks if it's close to date and won't be used. Pegasus regularly provide unsold food to the homeless. All three companies are locally based employee only local staff. All of this helps Bristol to reach its sustainable development goals.

Theme 7- Effective Development Organisation- One Council- This report and the associated activity is seen as an enabler which helps move us toward a one council approach with this service area

Theme 2- Economy and Skills- Good Growth- This will allow the council to generate more income and will see a defined, professional approach to event management at city hall. It will also support the libraries and Culture service by ensuring there is a café provision at 2 venues which in turn will also support income to the authority.

City Benefits: Having the three cafes open will enhance the experience of the visiting public to Create Centre, Bristol Archives and the Central Library whilst generating income for Bristol City Council.
The café within City Hall and Create will give the staff and their visitors somewhere to meet within the building in a relaxed atmosphere which will improve their performance giving the citizens of Bristol a better service. Having a fully functioning conference and events offering within Mansion House and City Hall produces valuable income which supports our process of rebuilding after the pandemic. Events revenue has been low due to the pandemic and this income will help to bring us into a better financial position.

Consultation Details:

During the consultation period the report has been presented at Resourced EDM on 11 May 2022, Growth and Regeneration EDM on 11 May 2022, Councillor Cheney’s member Brief on 23rd May 2022.

Background Documents: [Corporate Strategy 2022-27 \(bristol.gov.uk\)](https://www.bristol.gov.uk/corporate-strategy-2022-27)

Revenue Cost	£2.6m Total 18mth combined contract value (composition per table above) £0.1m Annual Revenue Income to BCC	Source of Revenue Funding	Facilities Management and Culture
Capital Cost	N/A	Source of Capital Funding	-
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: This report requests authorisation to agree 3x18month contracts effective to December 2023. These new contracts as outlined are expected to deliver income to BCC in line with the current combined budgets of £0.1m p.a. These 3 shorter term agreements will be coterminous with the Council’s pre-existing catering contracts so that the Council is thereafter well positioned to explore a ‘one council’ approach to any subsequent tender process.

Finance Business Partner: Jemma Prince, Finance Business Partner 30 June 2022

2. Legal Advice: It is recognised that the direct award of these contracts places the Council in a situation where it may breach the procurement regulations. The fact that the direct award s required to allow time for the Council to follow a fully compliant procurement process for a new catering contract for all venues will help mitigate the risk of challenge. Legal services will advise and assist officers with regard to the conduct of the proposed procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Leader/Solicitor 21 June 2022

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Gavin Arbuckle – Head of Service Improvement and Performance

4. HR Advice: There are no HR implications to extending the respective contracts, but we should be mindful of TUPE transfer implications from the wider work, which could represent a service provision change. We will need to ensure that the contractors involved abide by their legal and contractual obligations to the employees affected.

HR Partner: James Brereton – 4th May 2022

EDM Sign-off	John Walsh and Stephen Peacock	11 May 2022
Cabinet Member sign-off	Cllr Craig Cheney	23 May 2022

For Key Decisions - Mayor's Office sign-off	Mayor's Office	30 May 2022
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Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
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
Appendix L – Procurement	NO