

OFFICE OF POLICE & CRIME COMMISSIONER

TITLE: Provision of Hospitality, Kiosks, Planned Events and Vending

DATE: 31 January 2013

TIMING:

PURPOSE: The purpose of this report is to seek approval for a twelve month extension to the current contract for the Provision of Hospitality, Kiosks, Planned Events and Vending.

1.	<u>RECOMMENDATION</u>
1.1	The Framework Agreement is extended under the Police and Crime Commissioner's Manual of Governance, Part 5 Standing Orders Relating to Contracts, paragraph 125.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	Following a tendering process and in accordance with E.U Directive 2004/18/EC, Gwent Police Authority approved a contract for the provision of Hospitality, Kiosks, Planned, and Emergency Events on 24 February 2011. The contract was awarded to Jags Catering Company who were successful in all four lots. The contract was awarded for 2 years with an option to extend for a further 2 year period with both parties agreement.
2.2	The contract with Jags Catering Company will expire on 31 st March 2013.
3.	<u>ISSUES FOR CONSIDERATION</u>
3.1	Consultation has taken place with the Client Monitoring Officer, the Head of Estates and Facilities Management and the Logistics Department, as the key stakeholders for the contract. It was agreed that the Kiosk's, planned events, hospitality and vending would be extended.
3.2	The emergency event element of this contract would not be extended due to performance issues.
3.3	The logistics department reported deterioration in the level of service when catering for emergency events. After several meetings with Jags Catering the decision has been taken not to extend this lot.
3.4	Jags Catering Company has confirmed they agree with the extension for Hospitality, Kiosks, Planned Events and Vending.
3.5	The Client Monitoring Officer with the assistance of the Contracts and Procurement Department will continue the monthly monitoring of this contract.
3.6	To ensure emergency events are catered for, an agreement has been reached with a local catering company to ensure continuity of service. The annual spend on this portion of the business is £5,000 which adheres to Part 5 Standing Orders. Copies of their Health & Hygiene certificates, public liability have been received and the company's staff have all been security cleared.

4.	<u>NEXT STEPS</u>
4.1	On approval of the report, extension documents will be issued to Jags Catering Company for signature and return to the OPCC.
5.	<u>FINANCIAL CONSIDERATIONS</u>
5.1	Based on usage in 2011/2012, the annual expenditure is as follows :- Hospitality £18,000 (Budget is £35,000) Kiosk HQ £71,000 Newport Kiosk £8,000 Vending Newport £4,000 Vending HQ £5,000 } Kiosk and vending are service concessions whereby staff make their payments based on purchase.
5.2	There is provision in the current contract to increase the tendered rates in line with RPI, however Jags Catering have agreed not to invoke this clause during the extension period.
6.	<u>PERSONNEL CONSIDERATIONS</u>
6.1	As part of the extension there would be no staffing/personnel implications.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	This report has been submitted in line with the EU Directives the Scheme of Consent and the Commissioners Financial Regulations.
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
8.1	This project/proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Scheme and has been assessed not to discriminate against any particular group.
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
9.	<u>RISK</u>
9.1	Failure to provide this provision under a formal agreement may result in unlawful expenditure. In addition, if the service was procured from a company that did not have the correct Health & Hygiene standards there could potentially be a risk to staff health and wellbeing.
10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report by the PCC, this document will be made available to the Public.
11.	<u>CONTACT OFFICER</u>
11.1	Arlhene Jackson, Contracts Officer.
12.	<u>ANNEXES</u>
12.1	None.

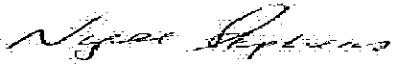
For OPCC use only

Office of the Chief Constable

I confirm that this report has been discussed and approved at a formal Chief Officers' meeting.

It is now forwarded to the OPCC for approval.

Signature:



Date: 8 February 2013

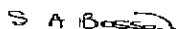
	Tick to confirm (if applicable)
Financial The Treasurer has been consulted on this proposal.	√
OPCC (insert name) The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	√
Legal The legal team have been consulted on this proposal.	N/A
Equalities The Equalities Officer has been consulted on this proposal.	N/A

Chief Executive/ Deputy Chief Executive:

I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report.

I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.

Signature:



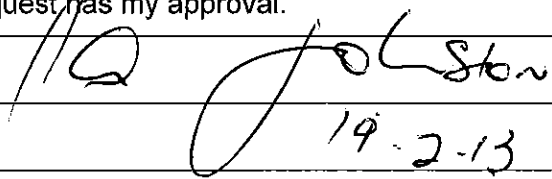
Date: 12/02/13

Police and Crime Commissioner for Gwent

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.

The above request has my approval.

Signature:



Date:

19-2-13

