

Agenda Item No.7 (f)

DERBYSHIRE COUNTY COUNCIL

CABINET

15 March 2016

Report of the Strategic Director of Corporate Resources

**PROVISION OF EXTERNAL VENUE HIRE
(COUNCIL SERVICES)**

1 Purpose of the Report

To seek approval to undertake a procurement exercise to establish a multi-supplier framework agreement for the provision of external venue hire.

2 Information and Analysis

There is a requirement to put in place a contract for the provision of external venue hire, including hotels and conference centres, for use by all Council departments and schools. Historically, the Council has used over 150 different suppliers for external venue hire over the last three years and it spends annually around £0.2m (excluding schools) on procuring this service.

It is proposed to tender for a multi-supplier framework agreement with a contract term of up to four years. Suppliers will be invited to submit tenders and meet certain criteria to be appointed onto the framework. There will be no restrictions in place on the number of suppliers who can bid for the work providing they meet the minimum requirements as stated in the tender documents.

It is recommended that the framework is procured in 6 geographical lots with one additional lot for executive venues which will have the capacity to hold over 100 people. Bookings will be offered to suppliers on the framework who meet the Council's requirements with regard to price, location, facilities and equipment required. Prices will be reviewed on an annual basis.

Currently there are around 180 internal meeting rooms available for hire and these can be booked by accessing the Council's Dnet system. As part of the procurement process internal venues will be reviewed and an updated policy on when external venues will be used and authorised will be developed.

3 Financial Considerations

It is expected that a review of internal and external venues will have predicted savings through fixed pricing and by reviewing internal policies.

4 Legal Considerations

The framework agreement will establish contracts with suppliers which set out terms and conditions under which specific purchases (call-off) can be made for the provision of external venue hire, which can be used when required throughout the term of the contract.

5 Other Considerations

In preparing this report the relevance of the following factors has been considered: - prevention of crime and disorder, equality of opportunity; environmental, health, human resources, property and transport considerations.

6 Background Papers

Working papers are held within the Corporate Procurement Team.

7 Key Decision

No.

8 Call-in

Is it required that call-in be waived in respect of the decisions proposed in the report?

No.

9 Officer's Recommendation

That Cabinet approves a procurement exercise to establish a multi-supplier framework agreement for the provision of external venue hire.

JUDITH GREENHALGH

Strategic Director of Corporate Resources