



Belfast City Council

<b>Report to:</b>	Development Committee
<b>Subject:</b>	Tender for St Patrick's Day and Lord Mayor's event
<b>Date:</b>	26 June 2012
<b>Reporting Officer:</b>	John McGrillen, Director of Development, ext 3470
<b>Contact Officer:</b>	Gerry Copeland, City Events Manager, ext 3412

<b>1</b>	<b>Relevant Background Information</b>
<b>1.1</b>	<b>Purpose of the Paper</b> The purpose of this report is to seek approval from Members to: <ul style="list-style-type: none"><li>➤ go to tender for the provision of a supplier to manage and deliver the Council's two parades – St Patrick's Day and a Lord Mayor's event</li><li>➤ give the Director of Development approval to appoint the supplier upon evaluation of all submissions.</li></ul>
<b>1.2</b>	<b>Background</b> <u>St. Patricks Day</u> For the last seven years, the City Events Unit has successfully delivered this event, which has two elements, a carnival parade and concert finale. <u>Lord Mayor's Event</u> In 2007, Council agreed to the merger of the Lord Mayor's Show with the City Carnival. This merger resulted in an annual saving of £28,000 for the Council. Up until 2010 the Council provided funding of £70,000 per year towards the delivery of the Belfast City Carnival, delivered by the Beat Initiative, with finance provided via the Tourism, Culture and Arts Unit. In 2010, this process ended and the Council agreed to a new tender in 2011, which has also now come to an end. In 2012, it was agreed that the funding for the 2012 Lord Mayor's event should be diverted to the Land of Giants event, which allowed the organisers to lever £750,000

	<p>from the Legacy Trust and gain support from the 2012 Cultural Olympiad.</p> <p>Members are now being asked to agree a tender for the provider of parade management for both St Patrick's Day and the Lord Mayor's event. The total annual cost of the tender would be estimated £100,000-£110,000. This is based on current levels of budget provision for these events within the Development Department.</p> <p>The tender would be publicly advertised and would be subject to a legal contract. After one year there would be an option to renew for a further four years.</p>
--	---

<b>2</b>	<b>Key Issues</b>
<b>2.1</b>	<p><b>Provision of Carnival/Parade Management Services</b> In 2010 the Department sought advice from the Council's Legal Services Section and Procurement Unit in regard to the engagement of this service. The recommendation was that the provision of any parade management should be via an open public tender.</p>
<b>2.2</b>	<p><b>Tendering Timescales</b> After consultation with the Council's Procurement Unit it is estimated that the timelines attached to the delivery of both St Patrick's Day and a Lord Mayor's event would mean that the tender would need to go public by August 2012, with the appointment of a contractor by November/December 2012.</p>
<b>2.3</b>	<p><b>Tender Content</b> This will be developed between the Council's City Events Unit; Tourism, Culture &amp; Arts and Procurement Unit.</p>

<b>3</b>	<b>Resource Implications</b>
<b>3.1</b>	<p><b>Financial</b> The total annual budget for this service would be estimated between £100,000 and £110,000 per year. If agreed there would be an option to renew the tender for another four years after the first year.</p>
<b>3.2</b>	<p><b>Human Resources</b> There would be no additional resource in this area.</p>
<b>3.3</b>	<p><b>Asset and Other Implications</b> None</p>

<b>4</b>	<b>Equality and Good Relations Considerations</b>
	As with all major civic events, public events like the above have the potential to bring together people from a wide range of backgrounds and therefore promote good relations in the city.

<b>5.0</b>	<b>Recommendation</b>
<b>5.1</b>	<p>Members are asked to recommend that the Council:</p> <ul style="list-style-type: none"> <li>➤ issue a tender for the provision of a supplier to manage and deliver the Council's two parades – St Patrick's Day and the Lord Mayor's event</li> <li>➤ give the Director of Development approval to appoint the supplier upon evaluation of all submissions.</li> </ul>

<b>6</b>	<b>Decision Tracking</b>
If approved officers will monitor and evaluate the outcomes of the project and provide post-project details as part of the Department's annual review. These outcomes will be presented to Members as part of the City Events Unit key performance indicators.	
Timeline: March 2013 and March 2014	
Reporting Officer: Gerry Copeland	

<b>7</b>	<b>Additional Information</b>
	None

<b>8</b>	<b>Key to Abbreviations</b>
	None

<b>9</b>	<b>Documents Attached</b>
	None

