

MUNICIPAL YEAR 2018/2019 REPORT NO.

ACTION TO BE TAKEN UNDER DELEGATED AUTHORITY

PORTFOLIO DECISION OF:

Cllr Ahmet Oykenen - Cabinet
Member for Property and Assets

REPORT OF:

Executive Director of Place

Agenda – Part: 1

KD Num: 4779

**Subject: Contract award for the
management of the London Borough of
Enfield Film Office**

Wards: All

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1. EXECUTIVE SUMMARY

- 1.1. The Council has undertaken a procurement process, to award a contract for the management of the Enfield Film Office.
- 1.2. The tender process, was completed and reached preferred bidder stage in November 2018.
- 1.3. The proposed arrangement is for a 3 (+2) years contract to be awarded, to manage the Authorities film office, which has the potential to deliver a net income to the Council (see part 2 for details).

2. RECOMMENDATIONS

It is recommended that the Executive Director for Place:

- 2.1 Approves the award of a contract, to manage the Authorities film office, to Bidder A for the period of 3 (+2) years.
- 2.2 Approves the contract terms more particularly described in the Part 2 Report

- Method Statement Questions
- Pricing Schedule
- Draft Contract
- Key Performance Indicators
- Draft license to occupy

3.9 Two experienced providers submitted tender bids, which were both compliant. The bids were evaluated for price and quality in a 50/50 ratio respectively. The 50/50 ratio was set to ensure that bidders demonstrated their commitment to providing a high quality service and service growth, in addition to bidding a competitive price.

3.10 The pricing schedule was split into three sections and confirmed that the location fees and film service fees were to be shared between the Council and the Provider. The revenue share was capped between 45%-65%, and the pricing schedule set out the score which would be awarded for each percentage point of the Council share within this range. The following scores were awarded by an evaluation panel comprising of officers from Commercial and Strategic Property Services, along with consultation from Corporate Communication:

Pricing Criteria	Weighting % (Total 50%)	Bidder A Score	Bidder B Score
1. Cost of Providing Service	10%	10%	4.5%
2. Revenue Share	30%	30%	27%
3. Viability of Business Model	10%	10%	7.7%

3.11 For the quality scores bidders were required to provide written submissions which included:

- Details of service start up, IT solutions, resources, service delivery and estimated levels of income generation.
- Examples of industry and contract experience – including set up and development of similar types and size contract as the tender
- Estimated contract income
- Details of relevant contract experience
- Organisational details, including staffing levels and CVs
- Deliverable community benefits
- Audited accounts for the last two years

3.12 Method statements submitted for the quality evaluation, were scored as shown in the table below:

Area	Key	Weighting % (Total 50%)	Bidder A Score	Bidder B Score
Service Requirements		20%	19.1%	17.7%
Quality Standards		12%	11.2%	11.2%
Health & Safety		4%	4%	4%
Social Value and Community Benefits		6%	4.7%	4.6%
Service Development		8%	6.2%	6.2%

5. REASONS FOR RECOMMENDATIONS

5.1 Bidder A offered the most economically advantageous proposal, including a significantly higher resources commitment to the contract and achieved the highest score in the bid evaluation.

5.2 For further detail, see part 2.

6. COMMENTS FROM OTHER DEPARTMENTS

6.1 Financial Implications

6.1.1 See Part 2 report.

6.2 Legal Implications

6.2.1 The Council has the general power of competence under section 1(1) of the Localism Act 2011 to do anything that individuals generally may generally do provided it is not prohibited by legislation. There is no express prohibition, restriction or limitation contained in a statute against use of the power in this way.

6.2.2 The Council must comply with its contract procedure rules (CPR).

6.2.3 The Council must comply with its obligations with regards to obtaining best value under the Local Government (Best Value Principles) Act 1999.

6.2.4 All legal agreements arising from the matters described in this report must be approved by the Director for Governance and Law.

6.3 Property Implications

6.3.1 The procurement of this contract has been undertaken as a joint project between the commercial and property teams. Property Services supports the maximisation of income for use of the Council's assets through meanwhile/temporary uses such as licences for filming. This contract, to provide filming services, will be managed in-house by the Strategic Property Services team.

6.3.2 All uses of Council-owned premises for filming purposes will be properly legally documented through a form of temporary Licence agreement and ensure Health & Safety and Corporate Landlord Policy compliance, with appropriate risk assessments being undertaken by the film production company prior to use. Any costs that are required to be applied to the Council's asset (e.g. vacant or dilapidated properties), to ensure H&S, Corporate Landlord Compliance or enabling works prior to filming, will be borne by the production company.

6.3.3 The Council retains ultimate key holding and security responsibility for assets that are utilised for filming purposes. Any company utilising or accessing a Council-owned asset under a filming Licence agreement will need to demonstrate sufficient and appropriate levels of insurance are in place to protect the Council from any security breaches during or related to their occupation of the asset.

8.2 Sustain strong and healthy communities

- 8.2.1 The increased income from filming within the Borough will assist the sustainable economic growth for the Authority, as well as creating a boost to the local economy by an increase in local businesses from the film industry.

8.3 Build our local economy to create a thriving place

- 8.3.1 The additional spend within the local economy by the film industry, will assist in developing a strong and competitive local economy and vibrant town centres that benefit all residents.

9. EQUALITIES IMPACT IMPLICATIONS

- 9.1 Corporate advice has been sought in regard to equalities and an agreement has been reached that an equalities impact assessment is neither relevant nor proportionate for the approval of this report. However it should be noted that projects or work stream deriving from this may be subject to a separate Equalities Impact Assessment. Therefore any projects or work stream will be assessed independently on its need to undertake an EQIA to ensure that the council meets the Public Sector Duty of the Equality Act 2010

10. PERFORMANCE AND DATA IMPLICATIONS

- 10.1 Management of the contract will be undertaken by Strategic Property Services. The contractor will be required to supply quarterly reports and attend contract meetings, to demonstrate the contract performance in line with the key performance indicators, which formed part of the invitation to tender.

11. PUBLIC HEALTH IMPLICATIONS

- 11.1 This contract will generate revenue for the Council which will allow financial support for services that will support the health and wellbeing of the Enfield population.

Background Papers

None