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EXECUTIVE DECISION RECORD

A1 Service Area	Civic Function Suite
A2 Title	Bar Contract - extension
A3 Decision Taken By	Cabinet/Leader / Deputy Leader/ Chief Officer (please delete as appropriate)
A4 Chief Officer	Please print name: MARK RIZK Please sign name:
A5 Leader / Deputy Leader	Please print name: Cllr E Barker Please sign name:
A6 Date of Decision	[21/1/2020]

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	Paragraph []

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?	(Please tick as appropriate) ✓
Scrutiny (Audit & Value for Money Council Services) Committee	<input checked="" type="checkbox"/>
Scrutiny (Community Regeneration, Environment and Health and Well Being) Committee	<input type="checkbox"/>

B1 What is the Decision?	To offer an extension to the contract of the current bar supplier (Saffron Catering Ltd) at the Civic Function Suite of up to 12 months, with effect from 01/04/2020. Maintaining the current terms and conditions.
B2 What are the reasons for the Decision?	The current corporate plan target for the review of the Brewhouse, Arts and Town Hall Service is currently ongoing and the outcome of the review/a decision on the review is due to be made in March 2020 when the current bar contract ends. It is proposed that an extension be given to the current bar suppliers to minimise any potential disruption to the CFS service, its staff and customers whilst any potential actions arising from the review are put into place during 2020/21. The 12 month extension will be offered with the ability to cancel on the giving of 3 months notice in order to offer flexibility to both parties for any potential changes to future delivery.
B3 What are the contributions to Corporate Priorities?	Maintain quality customer service
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

B5 What are the financial implications?	There are no financial issues arising from this decision. Commission from the bar contractor is set at 15% and terms of the contract will remain the same.
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The finance section has been approved by the following member of the Financial Management Unit:	Please print name: ANYA MURRAY Please sign name:]
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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B6.2 Has it got the appropriate approvals under those provisions?	Yes
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B7.2 Has it got the appropriate approvals under those provisions?	N/A

Equalities Implications

B8 What are the Equalities implications:
B8.1 Positive (Opportunities/Benefits): Continued service offered to all customers
B8.2 Negative (Threats):
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required
B8.4

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): Continuation of Service
B9.2 Negative (Threats):
B9.3 The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:	
B10.1 There are no significant legal issues arising from this decision. Continuing with the present incumbent will remove the risk of letting a new contract in a very restrictive market place and which on the last occasion required the newly let contract to be terminated.	
This section has been approved by the following member of the Legal Team:	Please print name: Linda J Durham

Sustainability Implications

B11 What are the Sustainability implications:
B11.1 The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).
B11.2 Positive (Opportunities/Benefits): Saffron are a local company.
B11.3 Negative (Threats): N/a.

Health & Safety Implications

B12 What are the Health & Safety implications:
B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
B12.2 N/A
B12.3 N/A
B12.3.1 Positive (Benefits)
B12.3.2 Negative (Threats)

Key Decision

B13 Is this a Key Decision?	No
<p>Note: A Key Executive Decision is one where:</p> <ol style="list-style-type: none"> 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000 2. CAPITAL – Any capital project with a value in excess of £150,000 3. A decision which significantly affects communities living or working in an area comprising two or more wards. 	
B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk