

<b>Item No.</b>	<b>Classification:</b> OPEN	<b>Date:</b> 29/07/03	<b>Meeting Name:</b> EXECUTIVE
<b>Report title:</b>		INTEGRATED PARKS CONTRACT PROCUREMENT STRATEGY	
<b>Ward(s) or groups affected:</b>		ALL	
<b>From:</b>		STRATEGIC DIRECTOR OF ENVIRONMENT AND LEISURE	

## RECOMMENDATIONS

That the Executive

1. Authorise officers to progress the procurement of an integrated parks contract by April 2004.
2. Approves the proposal for a contract term of five years with an option to extend by up to a further five years as set out at paragraph 18.
3. Approves the procurement timetable set out at paragraph 19.
4. Endorses the submission of an in-house bid for this contract.

## BACKGROUND INFORMATION

5. Parks services are currently delivered by a number of external grounds maintenance providers working to formal contracts and in the case of the ranger service internally through a service level agreement.
6. Parks grounds maintenance works have been formally tendered under the CCT regime since 1990 and are all now second generation contracts. These contracts were let in tranches at different times with varying completion dates. As part of the lead-in to this procurement exercise all grounds maintenance contracts have been extended where necessary to enable a co-terminous end date of March 31 2004. The value of these contracts is in the order of £1.3m.

Grounds Maintenance contracts.

<b>Contract</b>	<b>Contractor</b>
Old Cemeteries	Quadron
Burgess Park	Quadron
Camberwell Cem/Crem	Quadron
NE Parks & Education	Quadron
South Parks & Education	Enterprise
Dog Waste Bins	Clinicale

7. The Park Ranger Service including park patrols and byelaw enforcement, playground inspection, events and activities, bookings and hirings, attendant functions, repair and maintenance, education and outreach work operates within the framework of a service level agreement.
8. A Best Value review of Parks was completed and inspected by the Audit Commission in 2001. The Commission's inspection rated the service as 'Fair' that 'Will Improve'.
9. The review concluded that the service has a high and rising user satisfaction but also indicated certain areas in need of improvement. Pertinent to this report were the recommendations made to improve staff visibility, security, enforcement and horticultural skills.
10. The Best Value review proposed a new structure for the ranger service; this was implemented in October 2001. The structure placed dedicated ranger teams in each of the four major parks (Burgess, Dulwich, Peckham Rye and Southwark); supported by a centralised mobile team that also patrolled the smaller parks.
11. As part of the structure, ranger-gardener pilot schemes were launched at Nunhead Cemetery and Geraldine Mary Harmsworth (GMH) Park. Here all grounds maintenance duties were passed to the ranger service, where they formed site-dedicated, integrated teams.
12. The Executive meeting of 25 February 2003 received a report reviewing the ranger service. It approved the development of a contract specification combining both ground maintenance and ranger services.

### **Specification and Packaging**

13. As a consequence of the Executive's decisions of 25 February 2003, it is therefore proposed that the specification is based on the existing grounds maintenance contracts and the service level agreement for the ranger service. The ranger element will focus on opening and closing of parks, patrol and attendant functions.
14. The specification is proposed to be largely output based i.e. it does not specify the exact working practices or level of resources to be deployed by the contractor to meet the specification. However, it sets out minimum inputs and frequencies that the Council believes are required to achieve the specified standards. Officers believe that this hybrid approach will result in the optimum use of resources for parks.
15. The proposed Integrated Parks Contract covers some 98 sites including 4 major parks, 35 local parks, 15 gardens/squares, 2 sports grounds, 2 cemeteries and 40 other open spaces. The sites are listed in Appendix 1.

### **Contract Monitoring**

16. The Contractor will be required to meet key and local performance indicators. These will be subject to regular review and continuous improvement. The Contractor will be responsible for providing a high-level of self-monitoring. This will be subject to client spot-checks, scheduled inspections, joint inspections (including Friends group representatives), as well as regular quality auditing of the Contractor's processes and procedures. Independent performance assessment will be undertaken by Encams to ensure an objective assessment of cleansing standards. Wider community satisfaction with overall service standards will be gauged by the MORI survey.
17. The contract documents will require the Contractor to attend all Friends of Parks meetings and to be available to attend Community Council and other forums as required.
18. The contract will contain safeguards to protect the Council's interests in the event of Contractor failure.

### **Contract Term**

19. Following a review of industry consultation allied to consideration of the need for five-yearly capital investment in vehicles and equipment, it is recommended that the contract term be for five years with an option to extend by up to a further five years, subject to performance

### **Procurement Timetable**

20. The key dates in the proposed letting process are as follows:

<b>ITEM</b>	<b>DATE</b>
Advert	start August 2003
Pre Qualifying Questionnaire Returns	mid September 2003
Shortlisting	End September 2003
Invitation to Tender	Start October 2003
Bids Submitted	Mid November 2003
Tender Evaluation	Mid December 2003
Award Report	January 2004
Lead-In	January – March 2004
Contract Start	April 2004

### **In-House Bid**

21. Members will wish to determine whether or not they wish to endorse the submission of an in-house bid for this contract.

### **POLICY IMPLICATIONS**

22. The recommendations contained in this report are consistent with the Action and Improvement Plan from the Parks Best Value Review and will contribute towards two of the Council's priorities: making Southwark cleaner and greener and cutting crime and fear of crime.

### **Equalities Implications**

23. The aim is to make Southwark's parks and open spaces safe and accessible to the widest possible range of users and to those who feel vulnerable.

### **RESOURCE IMPLICATIONS**

#### **Human Resources**

- 24 The Council's initial view is that TUPE will apply to this contract. A full consultation process will be undertaken for all in-house staff affected by this contract.

#### **Property**

- 25 Within the new contract arrangements, the parks will remain in Council ownership. Depots and other facilities will be offered to the successful contractor under a lease/licence arrangement.

### **CONSULTATION**

- 26 The consultation process for the Best Value Review including staff, users and residents was outlined in the report of February 2003.

### **CONCURRENT REPORT OF THE BOROUGH SOLICITOR AND SECRETARY: LEGAL ISSUES**

- 27 The Executive is asked to approve a number of issues relating to the procurement of an integrated parks contract as noted in paragraphs one to four of this report.
- 28 The Executive is advised that in any consideration of how this service is to be provided in the future it is necessary for them to consider the duties of Best Value introduced by the Local Government Act 1999, which requires that authorities are to secure continuous improvement in the way they carry out their functions, having regard to a combination of economy, efficiency and effectiveness. This report details the outcome of the best value review of parks completed in 2001 and those areas which were recommended for improvement.
- 29 The services to be provided and this contract are governed by the Public Services Contract Regulations 1993, but are Part B services. As such they are not subject to the full tendering requirements of the Regulations. They are however subject to the tendering requirements of the Council's Contract Standing Orders and must be tendered in accordance with these unless an exemption is obtained. The procurement timetable noted at paragraph 20 is in accordance with the timetable requirements of Contract Standing Orders.
- 30 The Executive is asked to approve the proposed contract term of five years, with an option to extend by up to a further five years. There are no specific legal requirements relating to the length of the Contract. However the Executive should be satisfied that the term proposed is sufficient to allow continuous improvement of the services. As noted in paragraph 19 it is considered that a minimum five year contract is required to ensure capital investment in vehicles and equipment.
- 31 The Executive is asked to endorse the submission of an in-house bid for this contract. The Council's Contract Standing Orders, Code of Practice Number 8

(paragraph B3) requires that internal providers will normally be invited to tender on every occasion when external sourcing is considered save where it has been decided during the process that no internal bid will be offered.

**Background papers**  
 Parks Best Value Review  
 Committee Report  
 25/02/2003

**Held At**  
 15 Spa Road

**Contact**  
 Jon Sheaff

**Lead Officer:** Gill Davies, Strategic Director of Environment and Leisure

**Report Author:** Jay Yeats, Head of Parks and Sport

<b>Version</b>		
<b>Dated</b>		
<b>Key decision?</b>	yes	
<b><u>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / EXECUTIVE MEMBER</u></b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b><u>Comments included</u></b>
Borough Solicitor & Secretary	YES	YES
Chief Finance Officer	YES	YES
<i>Gill Davies</i>	YES	YES
<b><u>Executive Member</u></b>		
<b><u>Date final report sent to Constitutional Support Services</u></b>		

## **Appendix 1**

### **Parks Sites included in Integrated Parks Contract**

#### **MAJOR PARKS**

- 1 Burgess Park
- 2 Dulwich Park
- 3 Peckham Rye Park and  
Common
- 4 Southwark Park

#### **LOCAL PARKS**

- 1 Belair Park
- 2 Bermondsey Spa Park
- 3 Bird-in-Bush Park
- 4 Brunswick Park
- 5 Consort Park
- 6 Dickens Square
- 7 Dr Harold Moody Park
- 8 Elephant Road Playground
- 9 Falmouth Road
- 10 Faraday Gardens
- 11 Geraldine Mary Harmsworth  
Park
- 12 Guy Street Park
- 13 King George's Field
- 14 King's Stairs Gardens
- 15 Leathermarket Gardens
- 16 Leyton Square
- 17 Little Dorrit Park
- 18 Mint Street Park
- 19 Newington Gardens
- 20 Nursery Row Park
- 21 Pasley Park
- 22 Paterson Park
- 23 Pearson's Park
- 24 Pelier Park
- 25 Pullens Gardens
- 26 Salisbury Row Park
- 27 Shuttleworth Park
- 29 St Mary's Frobishers
- 30 Sumner Park
- 31 Sunray Gardens
- 32 Tabard Gardens
- 33 Tanner Street Park
- 34 Victory Community Park
- 35 Warwick Gardens

## **SQUARES**

- 1 Addington Square
- 2 Bermondsey Square
- 3 Highshore Road Open Space
- 4 Lyndhurst Square
- 5 Nelson Square
- 6 Sutherland Square
- 7 West Square Garden

## **GARDENS**

- 1 Brenchley Gardens
- 2 David Copperfield Gardens
- 3 Dulwich Library Garden
- 4 Hankey Place Gardens
- 5 Holly Grove Shrubbery
- 6 Lucas Gardens
- 7 Paragon Gardens
- 8 Redcross Gardens

## **PLAYGROUNDS**

- 1 Goose Green Playground
- 2 Long Lane Park

## **GREENS/COMMONS**

- 1 Bog Gardens
- 2 Brimington Park
- 3 Camberwell Green
- 4 Cossall Park
- 5 Dawson's Hill/Dawson Heights
- 6 Dog Kennel Hill
- 7 Goose Green
- 8 Kennington Open Space
- 9 King Edward III Manor House
- 10 Long Meadow
- 11 Nunhead Green
- 12 Piermont Green
- 13 Stave Hill

## **ROADSIDE SITES**

- 1 Neptune Street Park

## **INSTITUTIONAL OPEN SPACE**

- 1 Marlborough Playground

### **SPORTS GROUNDS**

- 1 Honor Oak Sports Ground
- 2 Surrey Docks Sports Ground  
(Pitches 2&3)

### **ECOLOGICAL SITES**

- 1 Kirkwood Road Nature Garden
- 2 One Tree Hill
- 3 Russia Dock Woodlands

### **CEMETERIES**

- 1 Camberwell New Cemetery/Crem
- 2 Camberwell Old Cemetery

### **CHURCHYARDS**

- 1 All Hallows' Churchyard
- 2 Christchurch Gardens
- 3 Holy Trinity Churchyard
- 4 St Anne's Churchyard
- 5 St George's Churchyard and Gardens
- 6 St Giles' Churchyard
- 7 St James's Churchyard
- 8 St John's Churchyard
- 9 St Mary Magdalen Churchyard
- 10 St Mary's Churchyard, Newington
- 11 St Mary's Churchyard, Rotherhithe
- 12 St Mary's Gardens, Rotherhithe
- 13 St Peter's Churchyard

### **GREEN LINKS**

- 1 Deal Porters Walk
- 2 Surrey Canal Walk

### **RIVERFRONT SITES**

- 1 Cherry Gardens
- 2 Cumberland Wharf
- 3 Durand's Wharf
- 5 Potter's Field Park



