



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

## FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Scrutiny Commission 11 August 2016

WARDS AFFECTED: All Wards

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### Hinckley Markets Procurement

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#### Report of Deputy Chief Executive (Community Direction)

1. PURPOSE OF REPORT

- 1.1 On 14 July 2016, Scrutiny requested to review the report on Executive's recent decision to undertake a procurement exercise in relation to the operation of Hinckley Markets.

2. RECOMMENDATION

- 2.1 That Scrutiny considers the report and comments accordingly.

3. BACKGROUND TO THE REPORT

- 3.1 On 29 June 2016 a report was presented to Executive, which proposed the Council enters into a formal procurement exercise relating to the running and management of Hinckley's Markets. The outcome of that meeting is set out below under minute no. 72 of the meeting.

- 3.2 The Executive minute no. 72 from 29 June 2016 states:

*The Executive received a report which sought approval for commencing a procurement process in relation to the operation of Hinckley markets. The importance of exploring all options for improving the market and of involving traders in the process was reiterated, in addition to public consultation. It was confirmed that a final decision on whether to outsource the market would only be taken once bids had been considered against other options. It was moved by Councillor Ladkin, seconded by Councillor Wright.*

*RESOLVED – the commencement of the procurement process be approved.*

- 3.3 Scrutiny met on 14 July 2016 and it was requested that this report should be reviewed the next Scrutiny meeting.

- 3.4 It should be noted that it is the intention to submit an "in-house" bid for the future management and operation of Hinckley Market.

#### 4. REQUEST FOR FURTHER INFORMATION

4.1 Scrutiny has requested the following information is made available at the 11 August 2016 meeting:

- What other Council's have outsourced their markets?
- What was the rationale for the Council considering this approach?
- What is the timescales around making a final decision?

Members will receive verbal updates on these questions at the meeting.

4.2 Scrutiny has also requested that a Market Trader representative be invited along to the meeting, allowing them to voice their opinion. This is being facilitated.

4.3. Indicative timescales are as follows:

August – September 2016	Draft tender specification
October 2016	Issue advert
December 2016	Tender submission deadline
Jan 2017	Review submissions
Feb 2017	Scrutiny
March 2017	Confirm preferred bidder via Executive
April 2017	Commencement of contract

#### 5. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

5.1 Not applicable

#### 6. FINANCIAL IMPLICATIONS

6.1 Covered in attached Executive report dated 29/6/16

#### 7. LEGAL IMPLICATIONS

7.1 Covered in attached Executive report dated 29/6/16

#### 8. CORPORATE PLAN IMPLICATIONS

8.1 Markets Development relates directly to the Borough Council's Corporate Plan in particular, Thriving economy.

#### 9. CONSULTATION

9.1 Not applicable

#### 10. RISK IMPLICATIONS

10.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

10.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project

have been identified, assessed and that controls are in place to manage them effectively.

10.3 A number of high level risks have been captured below:

Risk no.	Detail	Mitigation	Owner
1	Reputational – impact of perception of traders on council’s commitment to improve the market Likelihood: 5 Impact: 5	<ul style="list-style-type: none"> <li>Engagement with traders throughout the procurement stages feeding in responses as part of decision making process.</li> <li>Provide positive case studies from similar sized market towns which have already been through this process.</li> </ul>	Cultural Services Manager
2	Decline of the market leading to lower demand – potential lose of income from regular traders ceasing due to changes in market operations Likelihood: 3 Impact 5	<ul style="list-style-type: none"> <li>Positive approach to be adopted via Markets Management Team seeking to encourage continuation of trader and the benefits</li> <li>Testing of the market</li> <li>Close liaison with BID and wider stakeholders</li> </ul>	Cultural Services Manager
3	Financial costs associated with undertaking procurement process – minimal at this stage of the procurement process Likelihood: 3 Impact 3	Process to be managed internally by Officers	Cultural Services Manager
4	Financial income - Impact on other revenue streams of the Council  Likelihood: 3 Impact 5	Ensuring services such as Street cleansing requirements are factored into the tender process	Cultural Services Manager

10.4 These risks will be managed and reviewed as part of the procurement process and will be inserted into the Corporate Risk Register.

## 11. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

11.1 Not applicable

## 12. CORPORATE IMPLICATIONS

12.1 By submitting this report, the report author has taken the following into account:

- Procurement implications
- Human Resources implications, in particular any potential TUPE arrangements

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Background papers: Executive 9<sup>th</sup> March 2016 – Development Plan  
Executive 29<sup>th</sup> June 2016 – Markets Procurement

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Executive Members: Councillor Amanda Wright, Executive Member for Culture & Sport  
Councillor Chris Ladkin, Executive Member for Town Centres