**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Event and security management for May Morning 2024 |
| **Decision date:** | 22 April 2024 |
| **Source of delegation:** | This decision was delegated to officers under Part 4.4 of the Council’s Constitution: all executive functions except those in Part 4.5, 4.6 and 4.7 are delegated to the officers in the senior management structure. |
| **What decision was made?** | To appoint Sygma Safety and Events Ltd to provide event and security management for May Morning, following a compliant procurement process. The contract value is £51,660 including a £5K contingency. |
| **Purpose:** | The decision allows the provision of event and security management for May Morning. |
| **Reasons:** | To assist with the management of public safety at the event. |
| **Decision made by:** | Peter Matthew, Executive Director – Communities and People. |
| **Other options considered:** | Internal resourcing was not possible given the scale (over 100 security staff) and skillsets (including SIA qualifications) required. |
| **Documents considered:** | None |
| **Key or Not Key:** | Not key |
| **Wards significantly affected:** | The event takes place in the Hollywell and St Mary’s Wards. There is no significant impact given the length of time of the event (disruption is less than a day, overnight from 2am-9am). |
| **Declared conflict of interest:** | None |
| **This form was completed by:**  **Name & title:**  **Date:** | Paula Redway, Culture and Community Development Manager  22 April 2024 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Peter Matthew, Executive Director (Communities and People) | 23 April 2024 |

**Consultee checklist**

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| ***Consultees*** | ***Name and job title*** | ***Date*** |
| **Head of Financial Services** | Nigel Kennedy, Head of Financial Services | 14 September 2023 |