

North Yorkshire Council

04 August 2025

Medical Event Provision at Scarborough Open Air Theatre, Scarborough Spa, Whitby Pavilion and Other Events

Report of the Scarborough Spa and Cliff Lift Manager

1.0 PURPOSE OF REPORT

- 1.1 The purpose of the report is to highlight the importance of a medical provision at council owned venues and events, and to seek approval to proceed with a competitive procurement process for these services.
- 1.2 To seek agreement from the Assistant Director for Culture and Leisure in consultation with the Executive Member for Culture, Arts and Housing to authorise the procurement process as the current agreement is due to expire on 31 March 2026. The procurement will establish a framework for four years until 31 March 2030.

2.0 BACKGROUND

- 2.1 North Yorkshire Council requires a supplier of Medical Services at various events and venues throughout the year. This report outlines the process undertaken to assess the need for medical provision at events and explains why a competitive tendering process is the most effective route to market.
- 2.2 Medical provision is currently managed separately by each venue. This procurement process will also align all council venues under a single framework agreement for consistency and value.
- 2.3 The framework agreement will commence on 01 April 2026 and run until 31 March 2030.

3.0 PROCUREMENT OF MEDICAL PROVISION

- 3.1 The purpose of this tender is to ensure adequate medical provision at events and functions held at council-operated venues. According to the Purple Guide, medical staff and vehicles are required at varying levels depending on the nature of the event, risk profile and the number of attendees.
- 3.2 The former Scarborough Borough Council had a single-supplier framework agreement in place for the Open-Air Theatre. This new process will standardise provision across all venues, with a single supplier appointed through a framework agreement to cover the Open-Air Theatre, Scarborough Spa, Whitby Pavilion and other organised events such as Scarborough's Armed Forces Day.

4.0 CONSULTATION UNDERTAKEN AND RESPONSES

- 4.1 A Request for Information (RFI) was issued to explore the best route to market. The responses confirmed that a competitive procurement process is necessary and provided valuable insight into industry standards for medical services.

5.0 CONTRIBUTION TO COUNCIL PRIORITIES

- 5.1 Ensuring the safety and wellbeing of attendees at council events aligns with the Council's core values and priorities.
- 5.2 This service will contribute to the Council's priority to ensure people are safe, healthy and living well by offering immediate health care therefore, preventing the escalation of minor injury/illness into emergencies.
- 5.3 Events are vital for community engagement and without medical support these events would not be able to go ahead. This procurement process will enable people to remain safe when attending and participating.

6.0 ALTERNATIVE OPTIONS CONSIDERED

- 6.1 There is no alternative to providing medical provision at events, this is mandatory for all large concerts and gatherings. Training internal staff to the required medical standards is impractical and the required level of insurance to undertake medical procedures on this scale would not be feasible.
- 6.2 The procurement could be set up to mimic the current framework agreement and only cover Scarborough Open Air Theatre with other venues having separate contracting/ad hoc arrangements. This option was discredited as there is an opportunity to offer standardisation across the council venues and aggregate spend to reduce costs of current provision.

7.0 IMPACT ON OTHER SERVICES/ORGANISATIONS

- 7.1 No negative impacts are anticipated. The aim of this service is to manage medical issues in situ at the venues therefore, reducing the burden on local health care services wherever possible.
- 7.2 Other council venues and attractions were consulted in the initial procurement stages and the framework will be set up in a way that allows access to the agreement in the future if needed.

8.0 FINANCIAL IMPLICATIONS

- 8.1 The maximum value of the framework is up to £550k over the lifetime of the agreement.
- 8.2 Budgets for medical provision are already in place for the Open-Air Theatre, Scarborough Spa, Whitby Pavilion, and other events.
- 8.3 Any other council venues requiring access to the medical provision tender would need to allocate their own budgets accordingly.

9.0 LEGAL IMPLICATIONS

- 9.1 Operating events without medical provision poses significant legal risks. The appointed contractor will be responsible for managing complaints and must hold appropriate insurance coverage.
- 9.2 The procurement exercise will be undertaken by the Council's Procurement and Contract Management Service, a Gateway report will be considered in accordance with the Council's Procurement and Contract Procedure Rules.

10.0 EQUALITIES IMPLICATIONS

10.1 There are no equalities implications arising from this report. An Equalities Impact Assessment screening form has been completed and is included as Appendix A to this report. A full equality impact assessment is not deemed to be necessary.

11.0 CLIMATE CHANGE IMPLICATIONS

11.1 There are no climate change implications arising as a result of this process. A Climate Change screening form has been completed and is included as Appendix B to this report. A full climate change assessment is not deemed to be necessary.

12.0 PERFORMANCE IMPLICATIONS

12.1 There are no immediate performance implications. Any issues will be managed through Key Performance Indicators (KPIs) within the framework and subsequent call-off contracts.

13.0 RISK MANAGEMENT IMPLICATIONS

13.1 The contractor will be responsible for all medical interventions. Failure to provide adequate medical cover could result in significant reputational damage to the Council.

13.2 The Council's Health and Safety (H&S) team will be consulted on the Service Specification prior to the procurement opportunity being published to ensure all relevant H&S issues have been considered.

14.0 COMMUNITY SAFETY IMPLICATIONS

14.1 Risks are often elevated when large numbers of people attend events. The provision of medical services is essential to enhance community safety and public confidence in council-run events.

15.0 REASONS FOR RECOMMENDATION

15.1 Medical provision is essential for the safe operation of council events and venues. Without it, events cannot proceed. The current framework agreement for provision of Medical Cover at these events is due to expire therefore, a re-procurement is required to identify a provider to deliver the services going forward from 1st April 2026.

16.0 RECOMMENDATION

16.1 The Assistant Director for Culture and Leisure in consultation with the Executive Member for Culture, Arts and Housing approve the commencement of a competitive procurement process for medical provision at council-owned venues and events.

APPENDICES:

Appendix A – Equality Impact Assessment Screening

Appendix B – Initial Climate Change Impact Assessment

BACKGROUND DOCUMENTS: None

Jo Ireland
Assistant Director – Culture and Leisure
County Hall

Northallerton
24 July 2025

Report Author – Christopher James
Presenter of Report – Christopher James, Scarborough Spa and Cliff Lift Manager

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

Equality Impact Assessment Screening

Initial equality impact assessment screening form This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	Community Development		
Service area	Venues, attractions and amenities		
Proposal being screened	Medical Event Provision		
Officer(s) carrying out screening	Christopher James, Nicola Ware		
What are you proposing to do?	We are proposing to bring all the medical provision for the councils venues, attractions and Amenities into line and call of from the same procurement contract.		
Why are you proposing this? What are the desired outcomes?	Currently medical services are provided from different providers (some under contract and others not), the intension is to bring all councils departments to calling off from the same procured contracts.		
Does the proposal involve a significant commitment or removal of resources? Please give details.	Medical provisions are already used and booked so this will require no additional resources. We have however proposed a large than required contract value should any other council areas wish to use this provision.		
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics As part of this assessment, please consider the following questions:			
<ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? 			
If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your directorate representative for advice if you are in any doubt.			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age		No	
Disability		No	
Sex		No	
Race		No	
Sexual orientation		No	
Gender reassignment		No	
Religion or belief		No	
Pregnancy or maternity		No	
Marriage or civil partnership		No	
People in rural areas		No	

People on a low income		No	
Carer (unpaid family or friend)		No	
Are from the Armed Forces Community		No	
Does the proposal relate to an area where there are known inequalities/probable impacts (for example, disabled people's access to public transport)? Please give details.	The provision of medical services will have no adverse impact.		
Will the proposal have a significant effect on how other organisations operate? (for example, partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	The proposal will have no significant effect on other services or organisations operations.		
Decision (Please tick one option)	EIA not relevant or proportionate:	✓	Continue to full EIA:
Reason for decision	The provision of medical services for events will not have an effect, the services will be available for all events goes to access. The service will always be delivered from a accessible area of site and any personal data will be held with the medical professional.		
Signed (Assistant Director or equivalent)	Jo Ireland		
Date	24 July 2025		

Initial Climate Change Impact Assessment

Initial Climate Change Impact Assessment (Form created August 2021)

The intention of this document is to help the council to gain an initial understanding of the impact of a project or decision on the environment. This document should be completed in consultation with the supporting guidance. Dependent on this initial assessment you may need to go on to complete a full Climate Change Impact Assessment. The final document will be published as part of the decision-making process.

If you have any additional queries, which are not covered by the guidance please email climatechange@northyorks.gov.uk

Title of proposal	Medical Event Provision
Brief description of proposal	The requirement for medical provision at events is essential to an events safe operation. Many of the councils events already book medical provision and this provision will bring all the councils venues, attractions and amenities into line with them all calling off the same frame work.
Directorate	Community Development
Service area	Venues, Attractions and Amenities
Lead officer	Christopher James
Names and roles of other people involved in carrying out the impact assessment	Christopher James- Scarborough Spa and Cliff Lift Manager Nicola Ware- Open Air and Amenities Manager

The chart below contains the main environmental factors to consider in your initial assessment – choose the appropriate option from the drop-down list for each one.

Remember to think about the following;

- Travel
- Construction
- Data storage
- Use of buildings
- Change of land use
- Opportunities for recycling and reuse

Environmental factor to consider	For the council	For the county	Overall
Greenhouse gas emissions	No effect on emissions	No Effect on emissions	No effect on emissions
Waste	No effect on waste	No effect on waste	No effect on waste
Water use	No effect on water usage	No effect on water usage	No effect on water usage
Pollution (air, land, water, noise, light)	No effect on pollution	No effect on pollution	No effect on pollution
Resilience to adverse weather/climate events (flooding, drought etc)	No effect on resilience	No effect on resilience	No effect on resilience
Ecological effects (biodiversity, loss of habitat etc)	No effect on ecology	No effect on ecology	No effect on ecology
Heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape

If any of these factors are likely to result in a negative or positive environmental impact then a full climate change impact assessment will be required. It is important that we capture information about both positive and negative impacts to aid the council in calculating its carbon footprint and environmental impact.

Decision (Please tick one option)	Full CCIA not relevant or proportionate:	No CCIA required.	Continue to full CCIA:	
Reason for decision	This is a provision of a service and one that is already provided to the councils venues and events. Therefore, there would be no increased effect (negative or positive) on any environmental factors.			
Signed (Assistant Director or equivalent)	Jo Ireland			
Date	24 July 2025			