



HILLINGDON
LONDON

OFFICIAL EXECUTIVE DECISION NOTICE PUBLISHED BY DEMOCRATIC SERVICES

Notice is hereby given that the following decision(s) have been made today by Cabinet Members at the London Borough of Hillingdon:

Title of decision	CONTRACT AWARD FOR FILM LOCATION SERVICES
Reference No.	1244
Date of decision	Monday 11 November 2024
Call-in expiry date	Monday 18 November 2024
Relevant Select Committee	Corporate Resources and Infrastructure Select Committee
Relevant Wards	All

Decision made

Cabinet Members making the decision	Councillor Ian Edwards – Leader of the Council
Decision	<p>Approved</p> <p>That the Leader of the Council:</p> <ol style="list-style-type: none">1) Agreed to outsource the Council's film office service;2) Accepted the direct award to FilmFixer Ltd for the provision of a film location services concession contract to the London Borough of Hillingdon for a five-year period from November 2024 to November 2029;3) Furthermore, authorised the Corporate Director of Central Services, in consultation with the Corporate Director of Finance and the Leader of the Council, to make all further decisions in implementing and managing this contract in accordance with the agreed contract terms, including the provision to extend the contract for a two-year period; and4) Noted the proposed fees in the Appendix which will be considered by Cabinet.
Reason for decision	<p>The Council currently runs its own film office, which attracts and processes filming requests to maximise benefits to the Council and the wider borough.</p> <p>The film office manages relationships with external partners and film crews on the use of borough assets for filming, as well as</p>

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	<p>local residents, to ensure that filming is conducted safely and sensitively.</p> <p>The film office has been managed by the Council's Corporate Communications service since April 2023.</p> <p>While the service has made some operational improvements, by introducing more competitive fees and charges and digitalising the Council's film licensing process through the procurement of a cloud-based management system to handle applications, invoices and payments, in recent years, the service has been impacted by the COVID-19 pandemic and the disruption caused by last year's actor and writer strikes in Hollywood, and hasn't been able to capitalise on the borough's filming potential and meet income targets. The post of film officer is also currently vacant, and this presents an opportunity to reconsider the way in which we deliver the service.</p> <p>By contracting with the specialist film location service provider, FilmFixer Ltd, through a Concession Contract, it will provide the Council with an opportunity to maximise opportunities and income, as well as benefitting residents, businesses, students and aspiring filmmakers, and the wider film industry.</p>
Alternative options considered and rejected	<p>To seek a competitive review of options would result in lost time and resource. FilmFixer are considered market leaders in the London area, have outstanding knowledge and understanding of all stakeholder needs, including Councils, residents and film crews, and have demonstrated their experience and provided evidence of delivery.</p> <p>Do nothing. Continue with the insourced film office which will result in very low revenue streams and therefore be unable to deliver the MTFE income target for this year and beyond.</p>
Classification	Part II – Members Only and Not for Publication
Link to associated report	<i>That this report be declared as exempt from publication as it involves the disclosure of information in accordance with Section 100(A) and paragraphs 3 and 4 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains information relating to the financial or business affairs of any particular person (including the authority holding that information) and information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority and that the public interest in withholding the information outweighs the public interest in disclosing it.</i>

Relevant Officer contact & Directorate	Emma Gilbertson, Head of Corporate Communications, Central Services
Any interest declared by the Cabinet Member(s) / dispensation granted	N/A

Implementation of decision & scrutiny call-in

[Internal Use only]	
When can this decision be implemented by officers?	<p>Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:</p> <p>5pm on Monday 18 November 2024</p> <p>However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the decision must then be put on hold.</p>
Councillor scrutiny call-in of this decision	<p>Councillors on the relevant Select Committee shown in this notice may request to call-in this decision. The request must be before the expiry of the scrutiny call-in period above.</p> <p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:</p> <p>Scrutiny Call-In - Power Apps (secure)</p>
Further information	<p>These decisions, where applicable, have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This is the formal notice by the Council of the above executive decision, including links to the reports where applicable.</p> <p>If you would like more information on this decision, please contact Democratic Services on 01895 250636 or email: democratic@hillingdon.gov.uk.</p> <p>Circulation of this decision notice is to a variety of people including Members of the Council, Corporate Directors, Officers, Group Secretariats and the Public. Copies are also placed on the Council's website.</p> <p style="text-align: right;">Democratic Services London Borough of Hillingdon Civic Centre High Street Uxbridge UB8 1UW</p>