

EXECUTIVE CABINET MEMBER ENVIRONMENTAL SERVICES DELIVERY

A record of decisions made by the Executive Cabinet Member with responsibility for Waste Collection and Neighbourhood and Community Services and Digital:-

TUESDAY 18th APRIL, 2023

Following consideration of the matters detailed below in the presence of:-

Councillor Muslim	Executive Cabinet Member for Environmental Services Delivery
Councillor Iqbal	Major Opposition Spokesperson
Councillor Sanders	Minor Opposition Spokesperson
Councillor Wright	Minor Opposition Spokesperson
Councillor Veevers	Minor Opposition Spokesperson
Councillor Heslop	Minor Opposition Spokesperson

Officers

Mr. J. Dyson	Director of Place
Mr. G. Parker	Assistant Director Environment and Regulatory Services
Ms. L. Hunter	Head of Environmental Delivery
Ms. J. Barber	Services to Schools Manager
Ms. J. Pollard	Head of Strategic Finance
Mrs. V. Ridge	Democratic Services Manger

21. MONITORING OF EXECUTIVE CABINET MEMBER DECISIONS

The Borough Solicitor submitted a report which provided an update on decisions taken at previous meetings of the Executive Cabinet Member.

The Executive Cabinet Member NOTED the report.

22. PROCUREMENT OF MEAT FOR SCHOOL MEALS

The Director of Place submitted a report which sought the Executive Cabinet Member's approval to commence the procurement process for the provision of fresh and freshly frozen meat supply in July, 2023 ready to commence service delivery from 1st October, 2023.

The Executive Cabinet Member was advised that the existing contract for supply of meats expired on 30th September, 2023 and it was proposed that the new contract would be for a period of two years with the option to extend the term for one year on no more than two occasions.

The report stated that a range of supplier risks and issues had been considered, along with the most appropriate procurement option and it had been determined that the Yorkshire Purchasing Organisation (YPO) Food Deal framework provided the best option for the supply of meat. It was explained that YPO had established a fully compliant Dynamic Purchasing System (DPS) – the UK Food Deal and this comprehensive DPS could be used for the supply and delivery of various food category types direct to YPO customers throughout the public sector. There were also 10 suppliers appointed under the Fresh and Cooked Meat category that could also supply HMC Halal meat.

The Executive Cabinet Member was also informed that, in order to ensure that the School Meals Service complied with good practice and was able to secure Best Value, a further mini competition between the framework suppliers was carried out as part of the call-off process. The mini competition process included the provision of a detailed specification and evaluation criteria for the goods and service required and requirement for the DPS suppliers to submit a pricing schedule and respond to a series of 'quality of service' questions. This approach would ensure that the School Meals Service secured the most economically advantageous tender.

In terms of the financial implications, the projected annual expenditure for meat was in the region of £340,000 (which equated to 12.7% of the total expenditure on food) which would be contained

within existing budget provision. Expenditure on food contracts was also reviewed and monitored as a key performance indicator.

The Executive Cabinet Member AGREED –

- (i) That the Director of Place undertakes a mini competition exercise under the YPO's Food Deal Dynamic Purchasing System (DPS) 985 and to enter a call off agreement with the successful bidders on the terms of the DPS to enable the provision of fresh and freshly frozen meat for the School Meals Service; and AUTHORISED -**
- (ii) The Borough Solicitor to carry out all the necessary legal formalities.**

23. APPROVAL FOR PROCUREMENT OF HORTICULTURAL MACHINERY

The Director of Place submitted a report which sought the Executive Cabinet Member's approval for the procurement of horticultural machinery.

The Executive Cabinet Member was advised that Neighbourhood Services (Environmental Delivery) were looking to commence the procurement process for the provision of horticultural machinery for supply of equipment in March, 2024 ready to commence service delivery from 1st April, 2024.

The report stated that the current framework agreement for the supply of horticultural machinery was due to expire on 31st March, 2024 and, within this contract, the Directorate of Place currently spent £110,166 per annum for the supply of horticultural machinery which included ride on machinery, cutting implements, strimmers, blowers, chainsaws and other pieces of equipment.

It was explained that the service was requesting to retender for a three year contract with an option to extend for a further one year, via a mini tender process within an existing framework (Crown Commercial Service) for the procurement of horticultural machinery

which could accommodate in-cab technology. It was also stated that additional revenue budget provision would also be required for the upkeep in maintenance of equipment and vehicle tracking and recording systems, however, this additional cost was minimal and could be absorbed by the service.

The Executive Cabinet Member AUTHORISED –

- (i) The Director of Place to finalise the Council's requirement and procure horticultural machinery (via the Corporate Procurement team) in accordance with the Council's Standing Orders relating to Contracts by either:-**
 - **undertaking a full tender process; or**
 - **identifying an existing framework agreement and then commissioning the required machinery in accordance with the terms of the same**
- (ii) The Director of Place to appoint the successful tenderer to meet the Council's horticultural machinery requirements in accordance with the tender documents or existing framework agreement; and**
- (iii) The Borough Solicitor to carry out all the necessary legal formalities.**