

## **EXECUTIVE CABINET MEMBER FOR ENVIRONMENTAL SERVICES**

A record of decisions made by the Executive Cabinet Member with responsibility for Environment Services, Community Services, Highways and Transport and Police and Community Safety :-

**MONDAY, 20th OCTOBER, 2014**

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

Councillor Peel	Executive Cabinet Member for Environmental Services
Councillor Bashir-Ismail	Cabinet Member for Community Services
Councillor Chadwick	Cabinet Member for Highways and Transport
Councillor Allen	Major Opposition Spokesperson, Environmental Services
Councillor Hayes	Minor Opposition Spokesperson

### **Officers**

Mr. M. Cox	Director of Environmental Services
Ms. J. Pollard	Head of Strategic Finance and Accountancy
Mr. K. Roberts	Head of Service Community Services
Ms. E. Long Ms. L. Swann	Head of Service Catering Services Assistant Head of Waste and Fleet Strategy
Mr. I. D. Mulholland	Principal Democratic Services Officer

### **32. MONITORING OF EXECUTIVE MEMBER DECISIONS**

The Borough Solicitor submitted a report which set out details of the decisions made at previous meetings and the progress on each to date.

**The Executive Cabinet Member NOTED the report.**

### **33. APPROVAL TO TENDER FOR SCHOOL MEALS INFORMATION AND MONITORING SYSTEM**

The Director of Environmental Services submitted a Report which sought approval to tender for an appropriate proprietary It system for the school meals service, to ensure compliance with Standing Orders.

By way of background information, the report explained that it had become increasingly important for the school meals service to consider an electronic solution for the streamlining and improvement of its administration systems in both kitchens and at the centre. There were significant increases in demand for school meals and a potential uptake level at 70 plus % of roll compared to that in 2009 of 50 % and future working had to align with the Council's digitisation agenda.

The migration of manual systems to portable / mobile web based communications required the procurement of a flexible single solution which would streamline processes to address on site and mobile administration needs and to include an integrated monitoring system.

The value of the system over the whole life of the contract was approximately £180,000 and a three plus one year tenure was recommended. It was anticipated that the technology would be self-financing aligned with the growth in demand for key stage one meals. The exercise would require the department to carry out a full formal open tender where EU legislation / procedures would apply. Furthermore, the procurement timescale would determine when the system could be implemented and it was

hoped that spring / summer, 2015 would be the optimum time to install.

The successful embedding of the technology was intended to support the development of full paper-less working in kitchen offices and the capability of further on line technology in the future.

**Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member granted the Assistant Director of Community Services APPROVAL to tender for the services detailed in the report and also delegate AUTHORITY to the Assistant Director of Community Services to award the contract to the successful bidder.**

#### **34. THE SECURITY GUARDING CONTRACT**

The Director of Environmental Services submitted a report seeking approval to commence the procurement tender process for the provision of a Security Guarding Contract.

By way of background information the report explained that the Security and Response service identified back in 2004/2005 the need to partner with the private sector for the provision of guarding services on the basis of flexibility of operation and increased range of services it could offer to its clients. The outcome of this was a contract for the provision of guarding services awarded to the successful contractor following a tender process in 2005 and retender in 2010.

The previous contracts provided security guarding staff from a National Security Inspectorate Gold approved guarding contractor. The contract proved to be successful for both Security and Response and the contractor, with large increases in security guarding work during the contract periods.

The current security guarding contract expired in May 2014 and was extended to May 2015.

It was explained that the new tender would, as with its predecessors, be of nil value, placed no financial commitment on the Council and was a pure framework agreement detailing hourly rates for specific security guarding functions.

In terms of the need for such services, the Executive Cabinet Member was advised that Security and Response operationally required high levels of flexibility in service provision all year round. To allow this flexibility at a realistic cost cover was required for: -

- security shift staff cover for sickness and holidays;
- provision of static guarding;
- provision of security/usher staff for Coroners Court;
- provision of Door Supervision/Event Stewards; and
- provision of Security Guarding Supervision.

It was further explained that partnering with a National Security Inspectorate and Security Industry Authority approved security guarding contractor allowed the Council to be ultimately flexible in meeting client's needs. This partnership with the private sector guarding company had proven very successful over the term of the previous two contracts.

Consultation had taken place with the Corporate HR team and Hays Managed Service Provider in relation the provision of agency security guarding staff through the existing AGMA agency contract. Written confirmation had been received by Security & Response that Hays Managed Service provider would find it inappropriate to look to meet the needs of Security and Response guarding requirements under the terms of the current agency contract.

In conclusion it was highlighted that the contract would run for two years with an option to extend the contract for a further two years, subject to performance.

**Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member for Environmental Services granted APPROVAL for the**

**Assistant Director of Waste, Fleet and Community Services to tender the Security Guarding Contract and also delegate AUTHORITY to the Director of Environmental Services to award the contract to the successful tenderer to commence in May 2015.**

**35. ENVIRONMENTAL SERVICES FINANCE REPORT, QUARTER TWO**

The Director of Environmental Services and the Borough Treasurer submitted a joint report which set out the financial quarter two position for the Environmental Services portfolio for the 2014/15 financial year.

**The Executive Cabinet Member NOTED the quarter two position as set out in the report.**

**36. APPROVAL TO TENDER FOR THE AD HOC DELIVERY OF REFUSE AND RECYCLING**

The Director of Environmental Services submitted a report which sought approval to tender for the adhoc delivery of refuse and recycling bins.

By way of background information it was explained that due to the high demand for recycling bins and the success of the, Slim Your Bin campaign, orders for bin deliveries had risen significantly over the past twelve months. This demand was expected to continue following programmed recycling events, calendar deliveries, door knocking campaigns and promotions by the Greater Manchester Waste Disposal Authority.

The current delivery teams struggled to fulfil the scheduled deliveries within an acceptable timescale (currently up to four weeks for recycling bins) during periods of additional demand and the Council was currently engaged with a private contractor to help deliver the bins when required. This had proved to be an effective way to ensure that the waiting time for deliveries was reduced and that residents received a prompt and efficient service.

The service required a tender exercise to ensure compliance with standing orders in future years.

The Executive Cabinet Member was reminded of the types of contracts required under Standing Orders, viz -

- Up to £15,000 – Decision whether to invite tenders/quotations to be made by Chief Officer, or designated officer.
- £15,000 - £50,000 - Requirements should be specified in writing, and wherever possible, a minimum of three written quotations obtained, by a specified time and date.
- Over £50,000 - £172,514 EU Threshold (for supplies & services)  
Tenders had to be invited by advertisement via, The Chest.
- Over £172,514 EU Threshold

If the estimated expenditure of the total contract was likely to exceed EU financial thresholds, then EU legislation/procedures applied. Tenders had to be advertised in the Official Journal of the European Union (OJEU).

The report further advised that it was estimated that in the next three years, the Waste and Recycling service could spend between £50,000 and £150,000 on contracted out refuse and recycling bin deliveries. There would be no guarantee of the volume or value of the work available for the contractor but the Council would seek to engage companies that it could use on an ad hoc basis when the need arose.

The value of the contract would be over £50,000, but would fall under the EU Threshold and therefore a tender exercise should

be commissioned via, The Chest and managed by Corporate Procurement.

The contract would be a framework agreement that would run for three years with an option to extend for another year, subject to performance.

**The Executive Cabinet Member granted APPROVAL for the Assistant Director of Community Services to tender for the ad hoc delivery of refuse and recycling bins and Delegate authority to the Assistant Director of Community Services to award the contract to the successful companies.**

#### **EXCLUSION OF PRESS AND PUBLIC**

**Resolved - That, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as specified in paragraph 3 of Part 1 of Schedule 12A to the Act; and that it be deemed that, in all the circumstances of the case, the public interest in their exemption outweighs the public interest in their disclosure.**

#### **37. APPROVAL TO TENDER FOR VARIOUS VEHICLE FLEET MANAGEMENT SUPPLIES**

The Director of Environmental Services submitted a report seeking approval to tender for various Vehicle Fleet management supplies and services to ensure compliance with Standing Orders.

**Following a recommendation from the Cabinet Member for Community Services the Executive Cabinet Member Agreed to –**

- (i) Grant approval for the Assistant Director of Community Services to tender for the supplies and services detailed in the report;**

- (ii) Delegate authority to the Assistant Director of Community Services to award the contracts listed in this report to the successful companies; and**
- (iii) Approve the waiving of Standing Orders detailed in the report.**