

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

**Reference Number:** 2492  
**Author:** Jacqueline Blake  
**Department:** Communities  
**Contact:** Jacqueline Blake  
(Job Title: Trading Operations Manager, Email: jacquie.blake@nottinghamcity.gov.uk, Phone: 01158761740)

**Subject:** Meals at Home food supply contract

**Total Value:** £800000 (Type: Revenue)

**Decision Being Taken:** Approve the procurement process and delegate the contract award to the Corporate Director of Communities  
Approve the award of the contract for a 2 year plus 2 year optional extension equalling a total duration of 4 years.

**Reasons for the Decision(s)** Nottingham City Council currently provides a hot delivered Meals at Home service to some of our most vulnerable citizens and would like continue providing this service.  
The current contract has expired and we will carry out a cost and quality benchmarking exercise using the Meals at Home ESPO framework agreement, using this route to market will ensure that the chosen supplier will provide a good quality, nutritious, hygienic and cost effective selection of meals to our citizens.

**Other Options Considered:** Discontinue the service - this is not considered as the service provides some of our most vulnerable citizens with at least one hot meal per day.  
Carry out the service on an "in-house" basis - this option was explored but the infrastructure to deliver the service is not in place and would be cost prohibitive.

**Background Papers:**

**Published Works:**

**Affected Wards:** Citywide

**Colleague / Councillor Interests:**

**Consultations:** Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:** N/A

**Equality:** EIA not required. Reasons: N/A

**Decision Type:** Portfolio Holder

**Subject to Call In:** No  
The call-in procedure does not apply to the proposed decision because the delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The Chair of the Overview and Scrutiny Committee (or Vice-Chair) in his/her absence has been consulted and agreed both that the decision proposed is reasonable in all circumstances and that it should be treated as a matter of urgency.

**Person Consulted:** Councillor Brian Parbutt  
**Consultation Date:** 25/05/2016  
The reason for the exemption is to enable the tight timescales to be met with regard to the project to relaunch the service and ensure that it becomes a better quality, nil subsidy service.

**Advice Sought:** Legal, Finance, Procurement

**Legal Advice:** This report raises no significant legal issues. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 19/05/2016.

**Finance Advice:**

The Meals at Home service spends in the region of £170k-£200k annually on food provisions with the current supplier. A price and quality comparison exercise has been undertaken and the results show the new contract should achieve savings of around 20% against current like-for-like products and quantity. This would result in an annual savings of £34k. Final costs and savings are dependent on sales and meal numbers.

Base budget for current food costs exists within the Meals at Home service. The anticipated savings will help towards the Meals at Home service achieving its MTFP target of a £50k subsidised position in 2016/17 and cost neutral position in 2017/18.

The contract, once awarded, should adhere to financial regulations and be reviewed after the 2 years to ensure prices remain competitive and is still fit for purpose for the service. Advice provided by Philip Gretton (Finance Analyst) on 16/05/2016.

**Procurement Advice:**

The Procurement Team will assist to ensure that a fully compliant value for money contract is entered into. Advice provided by Paul Ritchie (Procurement Category Manager) on 13/05/2016.

**Signatures**

Nicola Heaton (Portfolio Holder for Community Services)

SIGNED and Dated: 06/06/2016

Andrew Vaughan (Corporate Director Commercial and Operations)

SIGNED and Dated: 02/06/2016