

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	2762
<b>Author:</b>	Jacqueline Blake
<b>Department:</b>	Communities
<b>Contact:</b>	Jacqueline Blake (Job Title: Trading Operations Manager, Email: jacquie.blake@nottinghamcity.gov.uk, Phone: 01158761740)
<b>Subject:</b>	Catering Department disposables contract
<b>Total Value:</b>	£240,000 (maximum) (Type: Revenue)
<b>Decision Being Taken:</b>	To approve the procurement process and delegate authority to the Director of Neighbourhood Services to award the contract to the successful bidder. Approve the award of the contract for 2 years, with an optional two years extension, equalling a total duration of up to a maximum four years.
<b>Reasons for the Decision(s)</b>	Nottingham City Council currently provides a hot and cold meals service for both its Education and Commercial Catering sites and, as part of this service, disposable items such as paper cups, napkins, plates and food wrappers are required to be purchased.  The requirement for the supply of disposable goods has increased significantly since the creation of the Commercial Catering department in November 2014, in particular the goods required to deliver the hospitality business. As these goods are necessary to deliver this service, it is essential that we secure the best possible price and quality to ensure maximum return to the Council.
<b>Other Options Considered:</b>	The option not to procure these services is not appropriate as these goods are required to be able to deliver the Catering Service.
<b>Background Papers:</b>	None
<b>Published Works:</b>	None

<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	None
<b>Consultations:</b>	<p>Date: 22/11/2016</p> <p>Ward Councillors: Nicola Heaton</p> <p>Councillor Heaton advised at portfolio holder briefing session</p> <p>Those not consulted are not directly affected by the decision.</p>
<b>Crime and Disorder Implications:</b>	None
<b>Equality:</b>	EIA not required. Reasons: EIA not required. Reasons: No Equality Issues will result as part of this decision, as this is a decision to procure products to deliver the service. service.
<b>Social Value Considerations:</b>	None
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	09/03/2017
<b>Advice Sought:</b>	Legal, Finance, Procurement
<b>Legal Advice:</b>	<p>Given the total estimated value of the contract, the Council needs to go out to tender to appoint a supplier to provide the catering products. The report raises no legal issues as the procurement exercise will be fully compliant with EU procurement rules and the council's CPR.</p> <p>Advice provided by Sarah O'Bradaigh (senior solicitor) on 10/02/2017.</p>

**Finance Advice:**

**Commercial & Schools Catering Budgets - Due to the increase in Commercial Catering sites, expenditure has increased significantly on disposables since 2014. We are currently not getting best value for money, which has an impact on Commercial and Catering outturn. Total disposables spend 15/16 £52k, 16/17 forecasted at £56k.**

**Advice provided by Claire Wright (Business Partner) on 31/01/2017.**

**Procurement Advice:**

**The procurement team will assist with the tendering exercise to ensure that a fully compliant value for money contract is entered into.**

**Advice provided by Paul Ritchie (Lead Procurement Officer) on 06/02/2017.**

**Signatures**

**Nicola Heaton (Portfolio Holder for Community Services)**

**SIGNED and Dated: 28/02/2017**

**Andrew Vaughan (Corporate Director Commercial and Operations)**

**SIGNED and Dated: 22/02/2017**