

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	3436
<b>Author:</b>	Heather Owden
<b>Department:</b>	Commercial and Operations
<b>Contact:</b>	Heather Owden (Job Title: Project Support Officer, Email: heather.owden@nottinghamcity.gov.uk, Phone: 01158765790)
<b>Subject:</b>	Meals at Home Frozen Food Supply Contract
<b>Total Value:</b>	£450,000 (Type: Revenue)
<b>Decision Being Taken:</b>	<ol style="list-style-type: none"><li>1. To approve the procurement process for a supply contract of frozen meals for the Meals at Home Service for a 3 year plus 2 optional yearly extensions equalling a total duration of 5 years.</li><li>2. To delegate the contract award to the Corporate Director of Commercial and Operations to the most economically advantageous tender received.</li></ol>
<b>Reasons for the Decision(s)</b>	<p>Nottingham City Council currently provides a hot delivered Meals at Home service to some of our most vulnerable citizens and would like to continue to provide this service.</p> <p>The current contract has now expired and we would like to put the contract out to open tender to secure a good quality, nutritious, hygienic and cost effective selection of meals to our citizens.</p>
<b>Other Options Considered:</b>	To discontinue the service - this is not considered viable and so has been rejected as the service provides some of the most vulnerable citizens with at least one hot meal per day.
<b>Background Papers:</b>	None
<b>Published Works:</b>	None

<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	N/A
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	N/A
<b>Equality:</b>	EIA not required. Reasons: Not applicable - no changes to service
<b>Social Value Considerations:</b>	N/A
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	13/03/2019
<b>Advice Sought:</b>	Legal, Finance, Procurement
<b>Legal Advice:</b>	This report raises no significant legal issues provided the contract is awarded in accordance with the City Council's Financial Regulations and Contract Award Procedures. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 28/02/2019.
<b>Finance Advice:</b>	This decision seeks to undertake the tendering exercise for frozen food supplies for the Meals at Home service. There is existing base budget for this within the MTFP so there is no expectation of any additional costs to NCC. The tendering exercise will seek to ensure value for money is achieved, however, if the tenders return with higher than current prices then the service will need to look at ways to mitigate the impact of this increase, such as reviewing its pricing structure or reducing other controllable spend accordingly. Advice provided by Philip Gretton (Finance Analyst) on 18/02/2019.
<b>Procurement Advice:</b>	The procurement team will assist with the tendering process to ensure that a fully compliant value for money contract is entered into. Advice provided by Paul Ritchie (Lead Procurement Officer) on 11/02/2019.
<b>Signatures</b>	Graham Chapman (Portfolio Holder for Finance, Resources and Commercial Services ) SIGNED and Dated: 06/03/2019

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

**SIGNED and Dated: 01/03/2019**