

# WINCHESTER CITY COUNCIL DECISION RECORD

VERSION 6. MAY 2024

<b>Reference Number</b> (taken from Sharepoint entry) Click or tap here to enter text.
<b>Officer Completing the Form:</b> Campbell Williams
<b>Lead Director:</b> Simon Hendey
<b>Subject:</b> Purchase of food waste trucks

**Details of Decision:** *Please provide a brief explanation as to what decision was made, including any financial implications. This should be done in easy to understand, non-technical language - as this wording will appear on the website for the public to read. Also please remember all staff will be able to see this document.*

Following the approval to procure food waste trucks as per the recommendation below at June 2024 Cabinet ( CAB3452) Biffa has sought quotes from 3 suppliers and for 2 chassis types. They received the quotes from two suppliers, with the third declining to quote. The cost for a suitable vehicle as recommended by Biffa is within the allocated budget so this decision notice is recording that an order will now be placed.

CAB3452 agreed recommendation - Agree to procure, through Biffa, nine 12 tonne food waste vehicles, to operate on Hydro-treated Vegetable Oil, at an estimated cost of up to £1.34m to be funded by the New Burdens capital grant.

The cheapest quote received is not deemed to be the best overall solution due to the higher maintenance, operational costs and anticipated off road time based on Biffa's experience of running contracts across the UK. The likely cost associated with these aspects would be significantly more than the additional capital cost based on experience of other contracts at at least double the additional capital cost each year.

The vehicles are needed to deliver a statutory government duty ie to provide a food waste collection service. The Terbergg/ /DAF option has been chosen due to its reliability, more economic operational and maintenance costs and as recommended by our contractor Biffa. The BIFFA experience of the IZUZ chassis is that it suffers from about 36% downtime, which equates to 2 days per week off the road for a fleet of this size. Replacement hire costs ie for a similar food waste vehicle is around £1250 per week, equal to around another £25k per year. – this alone is an additional cost of £13k. The DAF chassis through Terberg, equates to less than half that additional cost of the more expensive quote; and is well within the available budget. It should also be noted that the Hillend quote is not inclusive of all of the specified features which will also impact on the overall cost, see table below.

The DAF chassis in BIFFA's experience meets all the required and preferred safety options, has far better on the road time and a far better after sales service. This means less maintenance requirement and less vehicle off road time.

It is also important to note that Terberg were the only tenderer able to give a timescale for delivery which is crucial in terms of implementing the food waste collection service to the agreed timetable. There are also a number of items of specification and equipment which are not included on the Hillend vehicles as highlighted on the table below which will impact on overall costs and operational functionality.

The decision is therefore to order 9 x 12.5 tonne Terbergg/ /DAF vehicles with an anticipated delivery date of Summer 2025 with a total price of £1,154,160 approx. £186,000 under the agreed maximum budget. The remaining unspent grant will be allocated to the purchase of food caddies and bins which in turn will reduce the amount of prudential borrowing required and therefore the ongoing cost of borrowing.

<b>Type of Decision: (please tick. see reverse for definitions)</b>	
<input type="checkbox"/>	Key Decision (Executive) & Subject to Call-In (see section 2A on reverse of this form) Note, these decisions are published on winchester.gov.uk
<input checked="" type="checkbox"/>	Significant Operational Decision (see section 2B (1) on reverse of this form). Note, these decisions are published on winchester.gov.uk
<input type="checkbox"/>	Other Decisions to be Published (see section 2B (2) on reverse of this form) Note, these decisions are published on winchester.gov.uk
<input checked="" type="checkbox"/>	Administrative Decision (see section 3 on reverse of this form)

**Reason for the Decision:** *A brief overview of your reasons for taking this course of action.*

To enable an order to be placed by Biffa for the required food waste trucks to enable a food waste collection service to be commenced in October 2025.

**Alternative Options Considered & Rejected:** *All alternative options considered need to be outlined here. Please include detail of any representations received. This will include your response to any alternatives suggested by those making representation and the reasons why these alternatives were rejected.*

Options were considered from all suppliers who responded to the tender request. These are included in an appendix but are exempt from publication for reasons of commercial sensitivity.

**Supporting Information:** *If your decision relates to delegated authority derived from a specific Committee resolution, please confirm the name of the Committee, the date of the meeting and paste the resolution into this box.*

Whilst the Izuzu chassis option is the cheapest quote from both suppliers, the experience elsewhere, based on Biffa first hand knowledge, of Izuzu is that the after sales care service is poor and build quality is also not as good as DAF. The vehicle downtime experienced with an Izuzu fleet is around 36% and the pricing we have already provided does not take into account such high downtime. Therefore overall the cost of this option when taking into account these factors will be higher.

Biffas view as below:

Should the Izuzu option be preferred by WCC we would have to revisit the maintenance costs within the food collection rate to reflect this additional downtime.

Our preference with the DAF chassis which meets all the required and preferred safety options, has far better on the road time and far better after sales network. This means less maintenance requirement and less vehicle off road time.

Cabinet member for Climate Change has been briefed and supports this choice.

**Declared Officer and/or Member interests:** *List any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision and, in respect of any declared conflict of interest, any note of dispensation granted by the Monitoring Officer.*

n/a

Departmental Review			
Legal review:	<i>Tick this box to confirm legal team have reviewed proposed decision</i>	<input checked="" type="checkbox"/>	
Finance review:	<i>Tick this box to confirm finance team have reviewed proposed decision</i>	<input checked="" type="checkbox"/>	
Other review:	<i>Tick this box to confirm any other departmental review of proposed decision (and specify department)</i>	<input type="checkbox"/>	
Public Sector Equality Duty:	<i>Tick this box to confirm you have considered the PSED requirements (see section 4 on reverse of this form)</i>	<input checked="" type="checkbox"/>	

PTO

**Are the details of the decision open or exempt?**

☐ Open

☒ Part Exempt. Please expand

*A separate appendix contains the tenders which were considered as part of the decision making process. These are excluded due to their commercial sensitivity and exempt by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972*

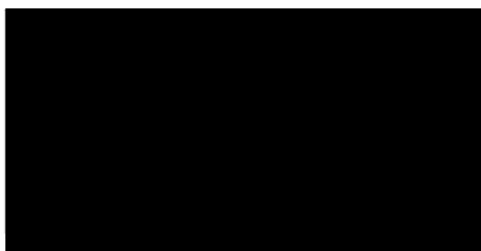
☐ Exempt. Please expand

**Decision Taker (name):** *This needs to be the specific Officer or Cabinet Member who holds the delegation within the constitution/or referred to by a committee*

**Decision Taker (Signature):**

**Date:** 30/10/24

Simon Hendey



**Call In dates (key decisions only) and Implementation date:**

Commencement of call in: (date)	<i>N/a (Please refer to Dem Services for this)</i>
Last date for call in: (date)	<i>N/a (Please refer to Dem Services for this)</i>
Planned Implementation Date:	30th Oct

## Notes.

### 1) Why record officer decisions?

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require local authorities to produce a written statement of an executive decision made by an officer as soon as is reasonably practicable after the decision is taken (see Paragraph 13). This written statement must include the information requested in the questions of the pro forma on the previous page.

### 2) What sort of decisions are there?

- a) **Key decisions.** A key decision is defined by Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 as being an executive decision which is likely:
- To result in the local authority incurring expenditure, which is or the making of savings which are significant having regard to the local authority's budget for the service or function to which the decision relates; **(For Winchester City Council, the financial limit above which a decision is regarded as significant is £250,000 per year), or;**
  - To be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

A decision taker may only make a key decision in accordance with the requirements of the Cabinet Procedure Rules, Access to Information Procedure Rules (Part 4) and the Officer Scheme of Delegation (Part 3) of this Constitution.

- b) **Non-Key Decisions.** Officers will usually take non-key executive decisions. A non-key decision is an executive decision that does not meet either criterion of a key decision as laid out above. These decisions are divided into significant operational decisions and administrative decisions.
- Significant Operational (Non-Key) Decisions.** This is a decision in relation to a Council or executive function which is not a key decision and results in one of the following:
    - Revenue expenditure or making savings (including the receipt or loss of income) between £100,000 and £250,000 per year;
    - Capital expenditure (i.e. if they involve entering into new commitments and/or making savings) and/or contract awards of between £100,000 and £250,000
    - When, in the opinion of the Chief Executive, the Section 151 Officer or Monitoring Officer, a published record of the decision is required to provide openness and transparency.
    - A significant decision should be recorded in order to comply with Regulation 13 (Recording of executive decisions made by individuals) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (No. 2089).
  - "Other" Decision.** Regulation 7 of the Openness of Local Government Bodies Regulation 2014 requires a written record to be produced as soon as reasonably practicable after an officer has made a decision under delegation which a) grants a permission or licence or b) affects the rights of an individual.
  - Administrative Decision:** *(these do not require recording on this form unless one or more of the following applies)*
    - There is a financial implication;
    - It is in conflict with the Budget and Policy Framework or other approved policies approved by full Council; and
    - It raises new issues of policy.
    - It is a decision to alter the procurement evaluation model and meets certain thresholds – see "help text"*

### 3) Which officer decisions need to be recorded on this form?

Officers need to record:

- any key decision, i.e., decisions that have a significant effect on 2 or more divisions, or have a cost/saving of £250,000 or more. (see 2A above)
- any Significant Operational Decisions. (see 2B (1) above)
- "Other" officer decisions regarding the granting of a permission or licence or that affect the rights of an individual (see 2B (2) above)
- Administrative decisions which meet the criteria in iii above.

### 4) What are the relevant processes to be followed?

**For all decisions, the report author needs to complete the Forthcoming Decisions record in Sharepoint.**

Establish which type of decision it is (see 2 A and 2B above.)

Most officer decisions require to be recorded on this form (see 3 above) Once completed, please ensure that it is reviewed by legal, finance and the relevant Director prior to signing. Once approved, the form should be forwarded to Democratic Services for adding to the Council's website where it can be viewed by members of the public on the decisions page (unless it is an Administrative decision).

Public Sector Equality Duty. Contact your Corporate Head of Service should you require any clarification regarding the council's Public Sector Equality, including whether you may need to complete an impact assessment as part of this decision record.