

WINCHESTER CITY COUNCIL DECISION RECORD

Officer Completing the Form: Simon Finch

Lead Director: Richard Botham

Subject: Public conveniences cleansing contract

Details of Decision: Please provide a brief explanation as to what decision was made. 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.

This relates to the cleansing contract for all the public conveniences located across the district. Previously the contract was with East Hampshire and carried out by Wettons but this arrangement ended in September 2019 but the existing contract was extended (solas) to allow the completion of procurement process for a new cleansing contract to be awarded in early 2020.

The new contract was subject to procurement in accordance with the Council's contract and procurement rules and was listed on the council's Forward Plan on 12/06/2019 and the 28 day notice period ended on the 11th Jul 2019. The contract specification in terms of premises covered and frequency of cleaning is the same as the existing contract. Following the tendering process the successful bidder was Wettons. The contract will be three years with option to extend by one year. Value (year one) £110,000 so total value for 3 years c£330,000.

The contract is now ready for completion. This decision is therefore to award and enter into the new contract with Wettons for three years with option for a one year extension.

Type of Decision: (please tick. see reverse for definitions)

- Key Decision (Executive) & Subject to Call-In (see section 2A on reverse of this form)
- Significant Operational Decision (see section 2B (1) on reverse of this form)
- Other Decisions to be Published (see section 2B (2) on reverse of this form)
- Is this an exempt decision? (If so, please provide brief details)

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

The Council's public conveniences require regular cleansing and this can best be delivered by appointing an appropriate contractor. The process of appointing a contractor followed the contract and procurement process and a new contract can now be awarded to the successful bidder.

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.

None relevant to this decision

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.

N/A

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

Decision Taker (name): This needs to be the specific Officer or Portfolio Holder who holds the delegation within the constitution/or referred to by a Committee

Decision Taker (Signature):

RICHARD BOTHAM



20/01/2020

Click here to enter text.

Call In dates (if applicable) and Implementation date: 20/01/2020

Commencement of call in: (date) Click here to enter a date. (Please refer to Democratic Services for this date.)

Last date for call in: (date) Click here to enter a date. (Please refer to Democratic Services for this date.)

5pm 27/01/2020

Planned Implementation Date: Click here to enter a date. 28/01/2020

Notes for report authors.

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:
- i. 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;**
 - ii. 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.

1. **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:
 - i. Revenue expenditure or making savings (including the receipt or loss of income) between £100,000 and £250,000 per year;
 - ii. 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
 - iii. 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.
 - iv. 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).
2. **"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.
3. **Administrative Decision:** *(these generally do not require recording on this form if the following applies)*
 - i. It is within an approved budget; and
 - ii. It is not in conflict with the Budget and Policy Framework or other approved policies approved by full Council, and
 - iii. It does not raise new issues of policy

C. Which officer decisions need to be recorded on this form?

Officers need to record:

- 1) 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)
- 2) any Significant Operational Decisions. (see 2B (1) above)
- 3) "Other" officer decisions regarding the granting of a permission or licence or that affect the rights of an individual (see 2B (2) above)

4) What are the relevant Deadlines?

The decision needs to be published by Democratic Services on the Council's website as soon as practicable of it being taken.

5) Who needs to sign off the Request Form?

If you are sure an officer decision needs to be recorded, please complete the attached officer decision form. Once completed, please ensure that it is approved by the relevant Director. 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.