

Report Title:	<b>New School Meals Catering Contract</b>
Contains Confidential or Exempt Information?	<i>NO</i>
Member reporting:	Cllr Natasha Airey, Lead Member for Children's Services.
Meeting and Date:	24 May 2018
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services.
Wards affected:	All

## REPORT SUMMARY

1. A new contract for delivering school meals has been tendered for a five year period with an option to extend for a further two years. Small schools appreciate a centrally managed catering contract, which is 'bought back' service with no cost to the Council.
2. Tenders have been received from four contractors, with the intention of the new contract beginning on 1 August 2018. The analysis of the tenders will not be complete in time for Cabinet on 24 May, and the award must be made by 5<sup>th</sup> June 2018.
3. Cabinet is asked to delegate authority for the appointment of the new contractor to the Managing Director and Lead Member for Children Services.

## 1. DETAILS OF RECOMMENDATIONS

**RECOMMENDATION:** That Council notes the report and:

- i. **Delegates authority to approve the tenders for the school meals catering contract to the Managing Director and Lead Member for Children Services.**

## 2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

### Background

- 2.1 The catering contract for schools has being re-tendered, with the intention of appointing a new contract before 1 August 2018, for school meals to be provided from 1 September 2018.
- 2.2 In January 2018, thirteen tenders were submitted under the PQQ process and were reviewed and scored against the specification. Four suppliers were shortlisted and invited to tender.
- 2.3 The shortlisted tenders are being analysed by an evaluation panel which includes officers, school representatives, and catering experts. Presentations are also being held with each supplier. The conclusions will then be drawn up and recommendations for approval made – but this is unlikely to be ready in time for May cabinet meeting, as any emerging queries will also need to be clarified.
- 2.4 The tender needs to be awarded by 5 June 2018 so that if there is a change of contractor, they will have time to carry out TUPE for staff, and get set up ready for the start of term.
- 2.5 Although managed by Achieving for Children staff, this contract will be let by RBWM and the costs, although paid for by schools, are transactions handled via RBWM budgets.
- 2.6 The options for how to proceed are set out below.

**Table 1: Options**

<b>Option</b>	<b>Comments</b>
1. To delegate the contract approval to Lead Member and Managing Director.  <b>This is the recommended option</b>	A delay would impact the provision of meals from the 1 September 2018.
2. To convene an extra cabinet meeting.  This is not recommended	Although the contract is high enough value to require cabinet approval, it is paid for by schools so there is no financial risk to the Council.

### 3. KEY IMPLICATIONS

**Table 2: Key Implications**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
A catering contract is available for schools to provide school meals.	16 schools	16 schools	16+ schools	25+ schools	1 <sup>st</sup> August 2018
Cashless payments for participating schools.	16 schools	All 16 schools	NA		1 <sup>st</sup> August 2018

### 4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 Revenue. None from this report

4.2 Capital. None from this report

### 5. LEGAL IMPLICATIONS

5.1 None from this report.

### 6. RISK MANAGEMENT

**Table 6: Risk Management**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
The tender is not approved in time for a new contractor to be ready to serve meals in Sept 2018	High	Delegate approval authority	Low

### 7. POTENTIAL IMPACTS

7.1 There are no staffing nor sustainability impacts for the Royal Borough arising from this proposal. An Equality Impact Assessment is not required.

### 8. CONSULTATION

8.1 Schools were asked prior to the procurement exercise to indicate their intention for catering arrangements from 2018-19. Sixteen schools indicated that they wanted to remain part of a centrally arranged contract whilst a few others indicated a desire to contract their own arrangements. The new

contract has been created to be flexible to allow schools to join at a later stage if there is a requirement.

8.2 A supplier event day was held in August 2017 by the Procurement Team with potential new providers.

## 9. TIMETABLE FOR IMPLEMENTATION

**Table 9: Timetable for implementation**

<b>Date</b>	<b>Details</b>
By 4 June 2018	Approve the tender and appoint
18 June 2018	Standstill period in case of challenge
18 June – 31 <sup>st</sup> August	Set up period for new contractor
1 September 2018	Start delivering meals in schools

9.1 Implementation date if not called in: Immediately.

## 10. APPENDICES

## 11. BACKGROUND DOCUMENTS

## 12. CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Commented &amp; returned</b>
Cllr Airey	Lead Member/ Principal Member/Deputy Lead Member		
Alison Alexander	Managing Director		
Russell O'Keefe	Strategic Director		
Kevin McDaniel	Strategic Director		
Rob Stubbs	Section 151 Officer		
Lyn Hitchinson	Procurement Manager		
Elaine Browne	SLS		

## REPORT HISTORY

<b>Decision type:</b> Key decision	<b>Urgency item?</b> No
Report Author: Gemma White	