

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted [*if applicable*]

SERVICE DIRECTORATE: PLACE

1. DECISION TAKEN

1.1 To appoint Euro Label Printers (Permiserv ltd) to print and post garden waste permits for the shared waste service of East and North Herts.

2. DECISION TAKER

2.1 Sarah Kingsley

3. DATE DECISION TAKEN:

3.1 8/12/2022

4. REASON FOR DECISION

4.1 The appointment will provide both East and North Herts garden waste service customers with permits for their subscriptions to the garden waste service.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 None considered

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

6.1 Consultation has been undertaken with the Executive Member for Place

7. FORWARD PLAN

7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

8.1 Both councils have been issuing permits since 2019 and 2021 respectively. In 2022 North Herts on behalf of both authorities tendered for a joint contract for three years (to run in parallel with the waste and recycling contract). Permiserv were the only company to submit a bid. Their bid was evaluated and scored and after successfully meeting the requirements, this contract was awarded and completed in accordance with the Council's Contract and Procurement Rules

9. LEGAL IMPLICATIONS

- 9.1. Under section 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have the authority to enter into contracts to carry out works and/or for the supply of goods and services in respect of their service areas and within approved budgets.
- 9.2. The permit is referenced in the customers terms and conditions so will be supplied to customers accordingly.
- 9.3. The Openness of Local Government Bodies Regulations 2014* (No. 2095) require officers undertaking non-executive decisions to record (amongst other things) an award of a contract that materially affects the Council's position in a written delegated decision. At North Herts this is any award of a contract or financial decision, that is or is likely to be above £50,000. This contract value is estimated to be around £300,000.

10. FINANCIAL IMPLICATIONS

- 10.1. The cost of the stickers has been accounted for in revenue for both Councils. Estimated contract cost over 3 year terms is £300,000. The contract was evaluated on a split of 60% Cost and 40% quality. Permiserv scored the highest on quality and submitted the lowest bid (Permiserv were the only tenderer to submit a bid however their tender price is inline with the current costs for the provision of this service)

11. RISK IMPLICATIONS

- 11.1 The only risk is permits not being supplied, management of which is covered as part of the contract.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of its functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no additional equality implications associated with this proposal.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Go-Local policy applies to all procurements up to £100K Research undertaken prior to this tender, and a previous single tender waiver suggested that there were very few companies that were able to offer the specific service required for this project therefore the Go Local policy was not feasible for this contract.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no known Environmental impacts or requirements that apply to this report

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There no human resource implications as the works associated with delivering the framework contract are already contained within existing resources

16. BACKGROUND PAPERS

- 16.1 Specification and Contract documents relating to this project on InTend

17. APPENDICES

17.1 None

NOTIFICATION DATE

Signature of Executive Member Consulted ... 

Date5/1/2023.....

Signature of Decision Taker


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Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS