

1. **Waste and related services contract start date variation** (Pages 1 - 4)

## CABINET MEMBERS DELEGATED DECISION

<b>Open/Exempt</b>		Would any decisions proposed :		
<b>Any especially affected Wards No</b>	Mandatory/	Be entirely within Cabinet's powers to decide	YES/NO	
	Discretionary /	Need to be recommendations to Council	YES/NO	
	Operational	Is it a Key Decision	YES/NO	
Lead Member: Cllr Stuart Dark E-mail: <i>Cllr.Stuart.Dark@west-norfolk.gov.uk</i>		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Barry Brandford E-mail: <i>barry.brandford@west-norfolk.gov.uk</i> Direct Dial: 01553 782074		Other Officers consulted: Geoff Hall, Martin Chisholm and Nathan Johnson		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				
Date meeting advertised: 12 <sup>th</sup> January 2021		Date of meeting decision to be taken: 19 <sup>th</sup> January 2021		
Deadline for Call-In: 26 <sup>th</sup> January 2021				

## WASTE AND RELATED SERVICES CONTRACT START DATE VARIATION

### Summary

The existing Waste and Related Services contract expires on 31 March 2021 and the Waste and Related Services Contract with Serco Ltd has a service commencement date of the 1 April 2021 for the Borough Council of King's Lynn & West Norfolk. It is operationally more effective to issue change Notices to revise these dates to 28<sup>th</sup> and 29<sup>th</sup> March 2021 respectively.

### Recommendations

- 1) The Waste and Recycling Manager as the Authorised Officer of the Waste and Related Services Contract 2011 is authorised to issue a Change Notice under that contract bringing the end date forward to the 28<sup>th</sup> March 2021 on behalf of the council, and ;**
- 2) The Waste and Recycling Manager as the Authorised Officer of the Waste and Related Services Contract 2020 in conjunction with the Supervising Officer is authorised to issue a Change Notice bringing forward the commencement of services for the Borough Council of King's Lynn and West Norfolk to the 29<sup>th</sup> March 2021.**

### Reason for Decision

To ensure a seamless waste and recycling service is maintained at the point of contractor change and that this happens over a weekend rather than during the middle of a working week.

## **Background**

The existing and replacement waste and related services contracts are written in terms of whole years. The terms do not always provide best operational effectiveness at contract change. Change Notices are used with the consent of all parties to provide an operationally optimised handover date.

Timing of decisions must provide for the process of TUPE, where employees move from employment with one services provider to employment with the successor provider to be legally compliant and for new vehicles to be delivered and available and existing vehicles to be removed from site.

## **Options Considered**

- 1) Use the contract dates as written for handover
- 2) Push back the handover to 4<sup>th</sup>/5<sup>th</sup> April 2021
- 3) Bring handover forward to 28<sup>th</sup>/29<sup>th</sup> March 2021

## **Policy Implications**

The council will comply with its policy of providing a comprehensive service for waste and recycling whilst minimising disruption to householders more effectively by having a contract change at the weekend.

## **Financial Implications**

The estimates for the revised contract date change are within budget

## **Personnel Implications**

None.

## **Statutory Considerations**

The council has a statutory duty to provide waste and related services. A well co-ordinated handover between service providers maximises the delivery of services.

## **Equality Impact Assessment (EIA)**

(Pre screening report template attached)

None

## **Risk Management Implications**

The change of contractors mid week is highly likely to cause disruption to services as vehicles need to be emptied and moved off site and new vehicles moved on to site over night along with system changes such as ICT and management. Two days in to the new service the Easter period commences with Good Friday.

The existing contractor leases vehicles used to deliver services and these leases expire on 31<sup>st</sup> March 2021. Extending leases or use of hire vehicles would be a financial risk which the service provider would expect to be passed over fully to the council.

Moving the contract change date forward provides the most optimised date operationally for the council and the two contractors with change operations being able to be concluded over a weekend. Both service providers are agreeable and have shown excellent co-operation.

**Declarations of Interest / Dispensations Granted**

None

**Background Papers**

(Definition : Unpublished work relied on to a material extent in preparing the report that disclose facts or matters on which the report or an important part of the report is based. A copy of all background papers must be supplied to Democratic Services with the report for publishing with the agenda)

None

.....  
Signed  
(Cabinet Member)

.....  
Date

# Pre-Screening Equality Impact Assessment

Borough Council of  
**King's Lynn &  
West Norfolk**



Name of policy/service/function	Waste Collections				
Is this a new or existing policy/ service/function?	New / Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	Change in service end and commencement dates for waste and related services contracts  Environmental Protection Act 1990 constrains actions significantly				
<b>Question</b>	<b>Answer</b>				
<p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
<b>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</b>	Yes / No				
<b>3. Could this policy/service be perceived as impacting on communities differently?</b>	Yes / No				
<b>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</b>	Yes / No				
<p><b>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</b> If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	<b>Actions:</b>			
		<b>Actions agreed by EWG member:</b> .....			
<b>Assessment completed by:</b> <b>Name</b>	<b>Barry Brandford</b>				
<b>Job title</b>	<b>Date 2/12/2020</b>				

**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**