

REPORT TO CABINET

Part Open / Part Exempt		Would any decisions proposed :			
Any especially affected Wards	Operational	Be entirely within Cabinet's powers to decide		YES	
		Need to be recommendations to Council		NO	
		Is it a Key Decision		YES	
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:		Other Officers consulted: Geoff Hall, Martin Chisholm, Nathan Johnson, Tony Hague			
Financial Implications YES	Policy/ Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO If YES: Pre- screening/ Full Assessment	Risk Management Implications YES	Environmental Considerations YES
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s) 3					

Date of meeting:

GARDEN WASTE COMPOSTING PROCUREMENT

Summary

The report details the procurement exercise completed for a new garden waste processing service to commence at the end of March 2021.

Recommendation

The Council enters in to a contract with the preferred bidder identified in Confidential Appendix 1 for the provision of Composting

Reason for Decision

To provide a continuation of composting of collected garden waste and grounds maintenance waste arrangements after the conclusion of the current contract with Kier.

1 Background

1.1 At its meeting on 18th June 2019 the Cabinet determined to undertake a procurement exercise for the treatment of collected garden waste (Cabinet Minute CAB 13 refers).

1.2 The decision was for the process of the procurement to be delegated to the up to the point of award of a contract.

- 1.3 The tendering process has sought the same arrangements for services as currently delivered as a minimum. A price for treating some waste delivered by North Norfolk DC was additionally sought.
- 1.4 The procurement exercise was carried out in accordance with the council's Contract Standing Orders
- 1.5 The closing date for the submission of Tenders was 12:00Hrs 19th November 2020. Tenders were opened on the 20th November 2020 and a single tender was received.
- 1.6 The tender was found to be compliant with the tender requirements and specification and therefore a formal evaluation is not required.
- 1.7 The outcome of the Tender is provided at Appendix 1 and is exempt from publication**

2 Options Considered

- 2.1 The council may determine that it does not wish to award the contract but this would mean that there are no provisions for the treatment of garden waste beyond the end of the Kier Contract.
- 2.2 Award the contract to the Preferred Bidder.

3 Policy Implications

- 3.1 The collection of garden waste in 240 ltr wheeled bins as a charged for service with 25 collections each year, no collections in the week containing Christmas Day and New Year's Day.
- 3.3 This contract and ongoing work with the incoming collections contractor (Serco) will mean that garden waste bins will be collected 26 times each year and the option is available for Bank Holiday deliveries of collected garden waste will minimise disruption for residents during the weeks containing bank holidays. The exception to this is Christmas Day, Boxing Day and New Year's Day.

4 Financial Implications

- 4.1 The financial implications are detailed in Appendix 1 (Exempt From Publication)**

5 Personnel Implications

- 5.1 The procurement has no Personnel implications for the council.

6 Environmental Considerations

- 6.1 The retention of the Garden Waste processing service provides for composting of garden waste and the provision of soil improver for the agriculture industry in West Norfolk and enhances soil structure and ability to hold moisture supporting the health of agricultural land locally.

7 Statutory Considerations

- 7.1 The arrangements comply with the 'waste hierarchy' to minimise waste, reuse waste, recycle, recover value or energy, disposal. Using local facilities minimises emissions from vehicles as collected garden waste will be delivered directly to the service provider facility.
- 7.2 The arrangements proposed meet the requirements imposed under Sections 45, 45A, 46, 47 & 48 of the Environmental Protection Act 1990, as amended, as they relate to the collection of waste, its disposal or delivery for recycling.
- 7.2 The proposed arrangements support the requirements to maximise recycling of specific wastes and to reduce the landfilling of biodegradable wastes.
- 7.3 Nothing in this contract precludes the delivery of the Waste Strategy 2018 'Our Waste, Our Resources: A Strategy For England'.

8 Equality Impact Assessment (EIA)

(Pre screening report template attached)

- 8.1 There are no changes to the services being contemplated and therefore there are no impacts to report.

9 Risk Management Implications

- 9.1 The council has undertaken appropriate due diligence in respect of planning and permitting at the tender submission stage and has undertaken a review of financial and health and safety arrangements at the Preferred Bidder stage and these are satisfactory.
- 9.2 The Preferred Bidder has considerable experience in providing the services sought in the tender.

10 Declarations of Interest / Dispensations Granted

11 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)

Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	Composting of Garden Waste				
Is this a new or existing policy/service/function?	Existing (delete as appropriate)				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	<p>Provide waste and recycling collections along with additional services of commercial waste collections, brown bin collections and bulky waste collections.</p> <p>The service is constrained by statute</p>				
Question	Answer				
<p>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?</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	

Question	Answer	Comments
<p>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?</p>	No	No changes proposed
<p>3. Could this policy/service be perceived as impacting on communities differently?</p>	No	No changes proposed
<p>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	No	
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	N/A	<p>Actions:</p>
		<p>Actions agreed by EWG member:</p> <p>.....</p>
<p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:</p>		
<p>Assessment completed by:</p> <p>Name</p>	<p>Barry Brandford</p>	
<p>Job title</p>	<p>Waste and Recycling Manager</p>	
<p>Date</p>	<p>3/12/2020</p>	