

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 27 August 2019	Ref No: 1974
Type of Operational Decision:	
Executive Decision <input type="checkbox"/> Yes	Council Decision <input type="checkbox"/>
Status: To be published	
Title/Subject matter: Contract for the supply of sandwiches to Bury Council's Catering Service for the academic year 2019/20, to be included as part of the overall catering service to 8 Bury High School Kitchens.	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) not in conflict with Council Policy	Yes
(iii) not raising new issues of Policy	Yes
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No
Details of Operational Decision Taken [with reasons]:	
<p>Bury Council's Catering Service, based within the Resources & regulations department, currently provide hand produced sandwiches to Bury High School kitchens. For academic year 2019/20 it is recommended that a direct contract award is made utilising the YPO (Yorkshire Purchasing Organisation) UK Food Deal Framework, under Lot 9 Ready Made Sandwiches and Wraps – 704 to:</p> <p>Urban Eats – Adelle Foods.</p> <p>As the supplier best suited meeting Bury Council's requirements.</p>	

Contract benefits:

- Highest ranked for quality including food safety standard rating accreditation.
- Competitive pricing fixed for one Year.
- Demonstrates good procurement practices by using a framework to support procurement decisions ensuring transparency, fairness and equality within the process.
- Compliant with public sector regulations.
- Operators assessed on Health & Safety standards applicable to the nature of the service.
- All drivers have full safeguarding training in place.
- Back up production factory guarantees continuity of service and supply.
- On line paperless ordering system.
- Specialist allergen, dietary and cultural options available and all produced in separate quarantined area.

Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer	<i>C. Carter</i>	2/9/19
Members Consulted [see note 1 below]		
Cabinet Member/Chair	<i>Jane L. Black</i>	4/9/19
Lead Member	<i>A. L. Spar</i>	08/11/19
Opposition Spokesperson	<i>Roy Clarke</i>	28/11/19

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**