

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 26/01/2023	Ref No: 812
Responsible Officer: Martin Stott Programme Manager (Premises)	
Type of Decision (please refer to MO Guidance):	
Key <input type="checkbox"/>	Non-Key <input checked="" type="checkbox"/>
Freedom of Information Status: <i>(can the report go in the public domain)</i>	
Yes	
Title/Subject matter: Provision of Water Hygiene Monitoring Services 01/07/2019 – 30/06/2022 with an option to extend for a further 2 years until 30/06/2024	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision significant and/or does it meet the £100,000 threshold for recording?	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]	

Summary:

Contract awarded to IWS in 2019 via an ESPO framework for the Provision of Water Hygiene Monitoring Services across all Public, Educational, Commercial, Industrial and Domestic buildings owned by the Council. The initial contract was for a three year period with an option to extend for a further 2 years however due to financial circumstances the decision was taken to split the extension period into two twelve month periods. This form relates to the extension of the final 12 months of the contract.

Wards affected: All Wards

Consultations: With officers from Strategic Procurement

Scrutiny & Review Committee Interest:

Options considered: As the monitoring of water hygiene is a statutory function of the Council there are two options available:

- a. To extend the existing contract for a further twelve months
- b. To undertake a new procurement process for the provision of the service

Decision:

The costs for the provision of this service are unstable, average rise in indices for Tender Prices and Building Cost index between 01/07/2019 to 01/07/2023 is approximately 20% and forecast to rise by a further 20% over the next 5 years

Taking current price rises since 2019 to date and the forecast of tender price rises for the next 5 years into account if we were to undertake a new procurement in June 2023 for a three-year contract, prices are likely to return between 30% & 40% higher than our current price schedule. If we were to take up the option to extend the current contract for the final 12 months, although costs would not remain the same as we are currently paying due to various inflationary pressure, the increase in the schedule would only be 12.5%

Therefore, it is recommended that option (a.) is selected as the best value option for the Council. At this stage it is not possible to put an actual cost on the contract as we are unable to predict all possible requirements over the next twelve months. However, based on previous years requirements the indicative cost would be £108,479.59.

Decision made by:


Signature:

Date:

Executive Director of Operations



07/02/23

Assistant Director of Operations Strategy		26.01.23
Members Consulted [see note 1 below]		
Cabinet Member		
Lead Member		
Opposition Spokesperson		

Notes

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet 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 if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.