

Public Document Pack

Executive Member Decisions

Friday, 20th December, 2019

AGENDA

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Date Published: 20th December 2019
Denise Park, Chief Executive

EXECUTIVE MEMBER DECISION



REPORT OF:	Executive Member for Finance and Governance
LEAD OFFICERS:	Director of Growth and Development
DATE:	5/12/2019

PORTFOLIO/S AFFECTED:	Finance and Governance
WARD/S AFFECTED:	Shear Brow and Corporation Park

SUBJECT: 15a Town hall street (Tony's ballroom), re-roofing project

1. EXECUTIVE SUMMARY

The report seeks approval to carry out remedial works to the current roof at 15a Town Hall St. These works include asbestos removal, roofing, gable wall, rainwater goods and enabling work repairs to ensure the building is watertight and restored to a condition protected from the elements.

2. RECOMMENDATIONS

That the Executive Member:
Approves the remedial works for 15a Town Hall St and the associated costs.

3. BACKGROUND

The building is in a poor condition and is affected by both dry rot and wet rot, due to the failure of both the flat and pitched roofs on the building. To ensure the building does not fall into further disrepair, the flat and pitched roofs need replacing and appropriate rot remediation works undertaken.

4. KEY ISSUES & RISKS

The building is council owned and in a prominent town centre location within a Conservation Area, that needs to be maintained to a sufficient standard. The building is directly above Council tenanted shops and local businesses, it is also key that the building does not fall into a state of disrepair and begin to impact on the condition of these properties through not protecting the building from the elements.

To enable the work, scaffolding will need to be erected on Town Hall Street, current tenants and businesses have been consulted, and a January start date has been proposed. There will also be a compound situated in close proximity, which is to facilitate the safe removal asbestos that is situated within the current roof.

The above work is essential to ensure there are opportunities in future, to bring the building back into use.

5. POLICY IMPLICATIONS

None

6. FINANCIAL IMPLICATIONS

The cost of the asbestos removal, roofing, gable wall, rainwater goods and enabling work are to be funded from the Corporate Property Investment Fund.

Roofing, scaffolding, gable wall, rain water goods and enabling work = £189,581

Asbestos removal = £7,100

Surveys = £2,400

CDM = £2,200

Design and management fees = £20,000 (approx.)

Total = £221,281(approx.)

7. LEGAL IMPLICATIONS

The remedial work scheme has been tendered and procured in compliance with the Council's Standing Orders, utilising the Chest Procurement system.

8. RESOURCE IMPLICATIONS

The remedial work scheme has been designed procured and will be project managed by the Building Consultancy team.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

10. CONSULTATIONS

Current tenants and businesses have been consulted regarding programme and logistics to ensure safe systems of work and business continuity, dialog will continue through the project.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	2
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CONTACT OFFICER:	Rob Addison
DATE:	5/12/2019
BACKGROUND PAPER:	

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Property – Growth & Development	Date the activity will be implemented	05/12/2019
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Brief description of activity	15a Town hall street (Tony's ballroom), re-roofing project
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR = 0	TOTAL	AGAINST = 6

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	Rob Addison
Checked by departmental E&D Lead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Gwen kinloch
Date	09/12/2019

EXECUTIVE MEMBER DECISION



REPORT OF: Executive Member for Environmental Services

LEAD OFFICERS: Director of Environment and Operations

DATE: 15th November 2019

PORTFOLIO/S AFFECTED: Environmental Services

WARD/S AFFECTED: All

SUBJECT: Award of the Contract for the Litter and Dog Fouling Enforcement Service

1. EXECUTIVE SUMMARY

To advise the Executive Member of the activity undertaken in relation to a new contract for the Council's Dog Fouling and Litter Enforcement Service.

2. RECOMMENDATIONS

That the Executive Member:

Approves the award of the contract for the Litter and Dog Fouling Enforcement Service to the highest scoring bidder for a period of 1 year, with the Council having the option to extend for a further period of up to 3 years on a yearly basis.

3. BACKGROUND

In 2017 the Council took the decision to tender for the delivery of a Dog Fouling and Litter Enforcement Service. The service allowed a viable litter and dog fouling enforcement team to be put in place at zero net cost to the Council. Initially run as a 12 month trial, the contract was extended for a further 12 months. The current contractor, Local Authority Support Ltd (formerly known as Kingdom Environmental Services Ltd) has issued over 8000 fixed penalty notices for littering, dog fouling, dog control and Smoke-Free England offences and delivered prosecution files which have led to successful prosecutions of around 2000 individuals who did not pay their fixed penalty notice.

The Service has proved to be successful in providing a viable enforcement service at zero net cost to the Council, and in raising the profile of the individual's responsibility for managing their own waste. The current contractor has performed their duty diligently and effectively, and it has been decided to retender the contract with some small changes which reflect lessons learned over the previous two years.

4. KEY ISSUES & RISKS

Following soft market testing earlier this year, an OJEU tender process was undertaken on The Chest procurement system. The invitation to tender (ITT) asked each bidder to respond to 7 method statements and a social value question concerning the delivery of the service and related matters.

Two bids were received, and were evaluated against a scoring matrix by officers from Public Protection and Procurement.

Once tenderers had satisfied the mandatory financial, company information, technical, equal opportunities and health and safety elements of the application, their application was considered against a scoring matrix which covered the following areas:

- Covering Council costs
- Service delivery model
- Behaviour change and contribution to wider programmes
- Process relating to complaints and representations
- Provision of management data
- Staffing
- Data protection
- Social value

All evaluation panel members scored each tender independently, and then moderation took place to ensure that interpretation of technical matters was sound. The results were as follows:

Bidder	Bidder A	Bidder B
Overall Score	63.75	71.25

It is therefore recommended that the Council awards the contract to Bidder B who had the highest overall score.

The contract is due to commence on 1st January 2020. The Service will appear almost identical to the present one.

Contractor's staff will be embedded within the Public Protection Service as before. The contract requires the contractor to provide a wide variety of information on a regular basis, and this will be used to monitor performance against the contract.

5. POLICY IMPLICATIONS

The procurement of this service contributes to the following Corporate Priorities:

- Priority 5 – Safe and Clean Environment
- Priority 7 – Supporting our Town Centres and Businesses
- Priority 8 – Transparent and Effective Organisation

6. FINANCIAL IMPLICATIONS

The net cost to the Council should be zero.

7. LEGAL IMPLICATIONS

The proposed arrangement is compliant with the Public Contracts Regulations and the Council's Contract procurement Rules.

Enforcement activity will take place in accordance with the Council's Enforcement Policy.

8. RESOURCE IMPLICATIONS

None. The contract will be managed as previously, with existing staff.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

10. CONSULTATIONS

Soft market testing took place with a number of potential bidders taking part prior to the tender being put on the CHEST.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	3
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CONTACT OFFICER:	Gary Johnston
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DATE:	9 th December 2019
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BACKGROUND PAPER:	None
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

EQUALITY IMPACT ASSESSMENT CHECKLIST

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An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Environment & Operations, Public Protection Service	Date the activity will be implemented	01/01/2020
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Brief description of activity	Award of the Contract for the Litter and Dog Fouling Enforcement Service
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR =0	TOTAL	AGAINST =6

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	Gary Johnston
Checked by departmental E&D Lead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date	18/11/2019