



Officer Decision Record – Key Decision

Key decisions taken by an officer are subject to the 5 day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

1. Cabinet date and copy resolution this key decision relates to

9th December 2020 (DN.62)

1. That the commencement of a procurement exercise for the Environmental Services Management System be approved.
2. That authority be delegated to the Director of Economy and Growth in consultation with the Portfolio Holder for Environment and Transport to deal with all matters leading to and including the award of the contract for the Environmental Services Management System.
3. That the Chief Legal and Monitoring Officer be authorised to complete and execute all legal documentation in connection with the award.

2. Subject and details of the matter (to include reasons for the decision)

Approval to award the contract for the Environmental Services Management System.

The system covers the following service areas:

- Waste Services
- Street Cleaning Service (Including Beach Cleaning Service)
- Grounds Maintenance Service
- Fleet Service

The contract allows for modification in the future to include the following service areas:

- Beach Safety Service
- Gully Cleaning
- Solar Street Bin System
- Commercial Waste
- Clinical Waste

The whole life value of the contract is £313,900.

The maximum contract duration is 90 months.

An open procurement process was run in compliance with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.

Following conclusion of the evaluation process, Yotta Limited has been identified as the most economically advantageous tenderer, and so approval is sort to award the contract for the Environmental Services Management System to Yotta Limited.

3. Decision being taken

That the Executive Director for Environment, Economy and Resources in consultation with the Portfolio Holder for Environment and Transport approves award of the contract for the Environmental Services Management System to Yotta Limited for a maximum 90 months.

4. Is it an Urgent Decision? If yes, specify the reasons for urgency. Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No.

5. Anticipated outcome(s)/benefits

The contract for the Environmental Services Management System is awarded via an open procurement process to Yotta Limited for a maximum of 90 months.

6. Details of any alternative options considered and rejected by the officer when making the decision (this should be similar to original cabinet decision)

A mapping exercise was undertaken across Environmental Services (including Customer Services) and this provided a clear picture of the current use of multiple systems across the organisation. The “do nothing” option had been considered, but was not felt to be feasible, as there is a need to improve efficiency across all areas of the service and to be able to have a system that links into front line services. A whole Environmental Services Management System was originally looked into, but during the initial market engagement, it was clear a specific “off the shelf” management system to suit the broad range of services provided by Environmental Services was not available in the market and a procurement is required to have a more bespoke solution.

Not award the contract to Yotta Limited. Yotta Limited have been identified as the most economically advantageous tenderer, so there is no reason to not award.

7. Background documents considered (web links to be included and copies of documents provided for publishing)

Cabinet Decision (DN.62) Procurement of an Environmental Services Management System Cabinet Report.

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

N/A

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

No conflicts of interest have been identified.

10. Monitoring Officer Comments (Monitoring Officer or nominee)

The above decision is consistent with the will, decision and delegations of Cabinet in terms of the procurement of the management system.

The procurement exercise has been conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract

Procedure Rules and the Public Contracts Regulations 2015, and supported by relevant officers.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The implementation costs of the new system will be met through a current approved capital budget and ongoing licensing and maintenance costs will be met from the ICT revenue budgets for software.

12. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications.

13. Risk Assessment (in accordance with the Report Writing Guide)

Without a management system, there is a risk the Council would not be able to meet its duties in providing an efficient service to customers. The opportunities include having all operational services in Environmental Services accessing the system, having a system that links into front line services, having all assets managed in one place, having a system that will support the complaints process and being able to work together with communities and partner organisations to achieve the Council's aims. The management system will remove human error with real-time reporting, along with reducing environmental impacts and increase operating efficiency.

14. Has the Cabinet Tracker been updated with details of this decision?

Yes.

15. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director for
Environment, Economy and Resources

Signed: REDACTED

Dated: 24th November 2021

**16. Consultation carried out with
Portfolio Holder(s):**

Name: Councillor Stewart Swinburn

Title: Portfolio Holder for Environment
and Transport

Signed: REDACTED

Dated: 24th November 2021

**17. If the decision is urgent then
consultation should be carried out
with the relevant Scrutiny
Chair/Mayor/Deputy Mayor**

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A