

## Delegated Decision Notification

This form is used both to give notice of an officer's intention to make a Key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR <sup>i</sup> :	Director of Strategy and Resources		
SUBJECT <sup>ii</sup> :	Extension to the contract with Apetito for the supply of individual frozen meals & regeneration vehicles for Community meals Leeds from 1 <sup>st</sup> July 2015 to 30 <sup>th</sup> June 2016.		
DECISION DETAILS <sup>iii</sup> :	The Director of Strategy and Resources approved the one year contract extension for the supply of individual frozen meals and regeneration vehicles with Apetito.		
TYPE OF DECISION:	<input type="checkbox"/> Key Decision (Executive) Is the decision eligible for call-in? <sup>iv</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? <sup>v</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No X Significant Operational Decision (Council or Executive <sup>vi</sup> – not subject to call-in) <input type="checkbox"/> Administrative Decision (Council or Executive <sup>vii</sup> – not subject to publication or call-in)		
NOTICE <sup>viii</sup> / CALL-IN (KEY DECISIONS ONLY):	Date the decision was published in the List of Forthcoming Key Decisions: 21 <sup>ST</sup> February 2013 If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:-  If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-		
AFFECTED WARDS:			
DETAILS OF CONSULTATION UNDERTAKEN:	Executive Member	Date consulted:	Interest disclosed? <sup>ix</sup> <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No

	Ward Councillor ( ) Date consulted: Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No	
	Others <sup>x</sup> (please specify: ) Date consulted: Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No	
CAPITAL INJECTION APPROVAL REQUIRED:	Injection approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)	
CAPITAL INJECTION APPROVAL	(Name: ) (Title: ) Capital Scheme Number: XXXXX / XXX / XXX Date:	
CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)	Contract Reference Number	Contract Title
		Supplier
IMPLEMENTATION (KEY DECISIONS ONLY)	Officer accountable for implementation  Timescales for implementation <sup>xi</sup>	
CONTACT PERSON:	JULIE HATTON	Telephone number <sup>xii</sup> : 3781821
DECISION MAKER / AUTHORISED SIGNATORY <sup>xiii</sup> :	JULIE MEAKIN (Name: ) <i>J MEAKIN</i> <i>J P. Meakin</i>	Date: <i>29/12/14</i>

---

<sup>i</sup> The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

<sup>ii</sup> A brief title should be inserted here. If the decision is Key and has appeared on the List of Forthcoming Key Decisions, the title of the decision should be the same as that used in the List.

<sup>iii</sup> Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

<sup>iv</sup> See the Executive and Decision Making Procedure Rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a decision which has been modified by the decision maker following a recommendation by a Scrutiny Board after call-in of the earlier decision.

<sup>v</sup> If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the report. The call-in period expires at 5pm on the 5<sup>th</sup> working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6<sup>th</sup> working day.

<sup>vi</sup> If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).

<sup>vii</sup> Administrative Decisions do not need to be published on the Council's website but this form may be used for internal recording of the decision.

<sup>viii</sup> All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

<sup>ix</sup> No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

<sup>x</sup> This may include other elected Members, officers, stakeholders and the local community.

<sup>xi</sup> Please include proposed timescales for commencement and / or completion of implementation as appropriate.

<sup>xii</sup> Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the Council.

<sup>xiii</sup> The signatory must be duly authorised by the Lead Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.



**Report of Head of Passenger Transport**

**Report to Director of Strategy and Resources, CEL**

**Date: 5<sup>th</sup> January 2015**

**Subject: Extension of the contract for the supply of individual frozen meals & regeneration vehicles. YORE95QE8V**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. Community Meals Leeds provides hot meals and cold teas to vulnerable older people in Leeds, 365 days of the year. Approx 450 meals are delivered each day.
2. The service operates from one site where frozen meals are loaded into regeneration vehicles which then reheat the meals as they are driven round to customers.
3. A tender was awarded to Apetito on 1<sup>st</sup> July 2013 for the supply of the meals and the regeneration vehicles. The contract was for two years but has a one year extension option to 30<sup>th</sup> June 2016.
4. The contract was awarded on a 60 /40 % split, with price being 60%. The contract stipulated the price submitted should be fixed for the duration of the contract and any extensions applied.
5. Apetito are the main market providers of such meals and vehicles. They are able to offer a wide range of menu choice and each meal meets the appropriate nutritional requirement for older people, being one third of the daily requirement.
6. This report seeks approval to extend the contract for the 12 month period from 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016 as per the contract terms and conditions.

LEEDS CITY COUNCIL  
Tel: 0113 2751515

## Recommendations

4. The Director of Strategy and Resources is requested to approve the one year's contract extension for the supply of individual frozen meals and regeneration vehicles to Apetito from 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016.

The projected annual cost is £250k per annum.

## **Purpose of this report**

- 1.1 The report seeks approval from the Director of Strategy and Resources to approve the one year extension of the contract for the supply of individual frozen meals and regeneration vehicles to Apetito from 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016.

## **2 Background information**

- 2.1 This contract is required by Community Meals Leeds and is for the supply of individual frozen meals for the community meals service within the Leeds City Council boundary and the vehicles to enable this service to be delivered.
- 2.2 The current contract was awarded to Apetito on 1<sup>st</sup> July 2013 and is due to expire on 30<sup>th</sup> June 2015. The contract allows for a one year's extension to 30<sup>th</sup> June 2016.
- 2.3 The contract award was based on a 60/40% price quality split. The price submitted by the bidders and subsequently awarded on, was fixed for the duration of the contract and any extensions applied.

## **3 Main issues**

- 3.1 Apetito show a willingness to work with the service and improve on overall service delivery and customer satisfaction. They regularly review menu choices and consistently score very highly when customer satisfaction surveys are conducted.
- 3.2 They have complied with the contract requirements by changing vehicles once they reach five years old and are able to respond to servicing and maintenance within the required 24hr turn-round.
- 3.3 Assurances are given that the food supplied meets the appropriate minimum food requirements as well as meeting individual needs according to religion, race and medical needs.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Each week a sample of customers are contacted for feedback on both the delivery service and the food supplied. This survey consistently shows customers are happy with the service, but if there are any concerns raised about the food, Apetito are immediately contacted and where appropriate are able to respond and take any appropriate action.

A customer panel met in December 2014 and a sample of the Christmas lunch tested. Overall the feedback from the panel agreed with the weekly surveys that the food supplied by Apetito is both nutritious and tasty.

- 4.1.2 Throughout the original procurement process and the decision to extend the contract colleagues from PPPU and Catering Leeds have been involved.

## **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 The Equality Screening exercise was undertaken at the original contract award stage and there is no adverse equality impact to the service users, staff and the wider community.

### **4.2.2 Council policies and City Priorities**

4.2.1 This service is currently deemed to be strategically important to the Council and meets a number of key strategies around health and independent living.

## **4.3 Resources and value for money**

4.3.1 The tender awarded to Apetito and the subsequent decision to extend the contract demonstrates an efficiency saving, as the prices are fixed from 2013.

## **4.4 Legal Implications, Access to Information and Call In**

4.4.1 This report does not contain any exempt or confidential information.

4.4.2 This is a Significant Operational decision and will be the subject of the due processes as prescribed within the Council's Constitution.

## **4.5 Risk Management**

4.5.1 The contract is required to enable continuation of the service in respect of the supply of the meals to a vulnerable client group.

## **5 Conclusions**

5.1 This report seeks approval from the Director of Strategy and Resources to extend the contract for the supply of individual frozen meals and regeneration vehicles to Apetito from 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016.

## **6 Recommendations**

6.1 The Director of Strategy and Resources is recommended to extend the contract for the supply of individual frozen meals to Apetito from 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016

## **7 Background documents<sup>1</sup>**

7.1 None

---

<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.