



Report of Head of Passenger Transport

Report to Chief Officer, Civic Enterprise Leeds

Date: 9th November 2015

Subject: Contract for the supply of individual frozen meals & regeneration vehicles for the Community Meals Leeds service.

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 checked="" type="checkbox"/> Yes	<input 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. In total approx.120,000 meals are delivered each year.
2. The service operates from one site where frozen meals are loaded into regeneration vehicles which then reheat the meals as they are driven to customers.
3. The service currently has a contract with Apetito for both the supply of meals and the regeneration vehicles. This current contract is due for expiry on 30th June 2016. All options for contract extensions have been taken therefore a new contract is required.
4. The current cost for the supply of meals is £260k per annum and the vehicles cost £110k per year. The two requirements will be tendered on a "lot" basis.
5. The service would be looking at a three year contract with an option to extend for a further one year hence the decision is a Key Decision.
6. As part of the procurement exercise the service will work closely with PPPU and will explore any opportunities for collaboration with other authorities or public sector.

Recommendations

4. The Chief Officer CEL is requested to approve the request to commence a procurement exercise for the supply of individual frozen meals and regeneration

vehicles. The annual projected costs are £260k for the supply of meals and £110k for the supply of the vehicles. The contracts will be for a three year period, with an option to extend for a further one year.

Purpose of this report

- 1.1 The report is seeking approval from the Chief Officer, CEL, to commence a procurement exercise for both the supply of individual frozen meals and regeneration vehicles which are required by the Community Meals Leeds service.

2 Background information

- 2.1 Community Meals Leeds is responsible for the delivery of hot lunches and cold teas to vulnerable older people, this contract, which will be let in two lots is for both the supply of the meals and the supply of the regeneration vehicles which heat up the meals as they are driven to customers
- 2.2 The current contract expires on 30th June 2016 and is currently undertaken by Apetito. All options for contract extensions have been taken hence a request to undertake a new procurement exercise.

3 Main issues

- 3.1 Community Meals Leeds provides a hot lunch and cold tea to vulnerable adults in Leeds. Approx. 470 meals are delivered each day, to customers who have either been referred from Adult Social care or who have self-referred following advice from the doctors or family members.
- 3.2 As well as providing a nutritious meal the customer and family are assured that they are safe and well as a well-being check is undertaken by the Meals assistant and any safeguarding concerns are reported immediately.
- 3.3 All customers pay for the service though those customers who have been referred from Adult Social care pay a subsidised rate. The number of meals delivered is increasing and it is hoped that over time the service will be self-funding.
- 3.4 Apetito are the existing provider and have been undertaking the contract since 2008. They have worked closely with the authority to ensure the nutritional requirements for older people are met in each meal and there have been no contractual issues with Apetito throughout the contract.
- 3.5 As part of the procurement exercise the service will look at any options for collaboration with other public sector organisations, in particular other authorities as well as offering the contract on a lot basis for the supply the regeneration vehicles and the supply of the frozen meals. It is envisaged tenderers will be able to bid for one of both lots depending on their specialism.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Regular customer feedback is undertaken each week. The service intends to ensure consultation and engagement with a sample of existing customers takes place during the procurement exercise and will form part of the decision making.

4.1.2 Throughout the procurement process colleagues from PPPU will be involved.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The Equality Screening exercise was undertaken at the start of the original contract let, this has been revisited and there is no adverse equality impact to the service users, staff and the wider community. Appendix 1 attached.

4.3 Council policies and City Priorities

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

4.4 Resources and value for money

4.4.1 The service continues to expand as the number of customers increases , it is envisaged that over time the service will be self-funding .

4.5 Legal Implications, Access to Information and Call In

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

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

4.6 Risk Management

4.6.1 The contract is required to enable continuation of an invaluable service which is supporting the needs of vulnerable older people. Without the contract this client group would be without the opportunities to receive a nutritious meal 365 days of the year.

5 Conclusions

5.1 Community Meals Leeds provides an invaluable service to nearly 500 vulnerable older people each day. In order to continue with this service frozen meals are required and the appropriate regeneration vehicles which are used in order to heat the meals as they are driven to the customer's homes.

5.2 The current contract for the supply of meals and the regeneration vehicles expires June 2016, thus a new contract is required and approval is sought to start the procurement exercise.

5.3 It is intended the new contract be awarded on a "lot" basis; for the supply of meals and the vehicles. Tenderers will be able to bid for one lot or both.

5.4 Further the contract will be let for three years with an option to extend for a further one year.

5.5 The estimated value of the lots is £260k per year for the supply of meals and £110k per year for the supply of the vehicles.

6 Recommendations

- 6.1 The Chief Officer , CEL is recommended to approve the request to commence a procurement exercise for the supply of individual frozen meals and regeneration vehicles. The annual projected costs are £260k for the supply of meals and £110k for the supply of the vehicles. The contracts will be for a three year period, with an option to extend for a further one year.

7 Background documents¹

- 7.1 Equality impact screening form Appendix 1

¹ 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.

