

Report of Head of Catering

Report to Chief Officer Civic Enterprise Leeds

Date: 16th May 2016

Subject: Waiver report – purchase of supplies for a Civic dinner

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. A civic dinner is to take place on Thursday 19th May 2016.
2. A request has been made for produce for elements of the dinner to be purchased from Leeds Kirkgate market.
3. The nominated supplies are for fruit & vegetables and meat.

Recommendations

4. The Chief Officer Civic Enterprise Leeds is recommended to approve the waiver of Contract Procedure Rule 7 below £10k – low value procurement as a one-off to purchase supplies from Leeds Kirkgate market as a civic promotion for a value of approximately £1,076.20.

1 Purpose of this report

- 1.1 To seek approval to procure produce from local suppliers from Leeds Kirkgate market for a one-off event.

2 Background information

- 2.1 Catering Leeds has been requested to provide civic catering for a civic dinner on Thursday 19th May 2016.
- 2.2 Two suppliers from Leeds Kirkgate market have been nominated for the provision of fruit & vegetables and meat.
- 2.3 The value of the purchases is approximately £1,076.20.
- 2.4 The Council does have existing contracts for the supply of both fruit & vegetables and meat.

3 Main issues

Reason for contracts procedure rules waiver

- 3.1 A civic dinner will take place on Thursday 19th May 2016 and catering Leeds has been requested to provide the catering.
- 3.2 As part of the request, Catering Leeds has been requested to acquire produce from Leeds Kirkgate market from two specific stallholders.
- 3.3 Fruit & vegetables from Neil's Fruit & Veg, and meat from Malcolm Michael's butchers.
- 3.4 The value of the purchases are approximately £216.20 for fruit & vegetables and £860 for meat.
- 3.5 Contracts already exist for the provision of fruit and vegetables and for the supply of meat.

Consequences if the proposed action is not approved

- 3.6 Non approval of the waiver report will result in the catering service not being able to procure the produce from the suppliers nominated for the civic dinner.

Advertising

- 3.7 No advertising has taken place as the requirement will be direct from nominated suppliers.

4 Corporate considerations

4.1 Consultation and engagement

4.1.1 Consultation has taken place with LCC officers to determine the requirements of the supplies for the civic dinner.

4.2 Equality and diversity/cohesion and integration

4.2.1 There are no issues around equality and diversity at this time for this provision.

4.3 Council policies and best council plan

4.3.1 This report develops the proposed strand around Enterprise from the Enabling Corporate Centre review.

4.4 Resources and value for money

4.4.1 Value for money will be measured by comparison of products and pricing with marketplace knowledge.

4.5 Legal implications, access to information and call-in

4.5.1 The Chief Procurement Officer has advised that it would be lawful for the council to waive Contracts procedure Rules 7 in these circumstances, provided that the chief Officer of Civic Enterprise Leeds is satisfied that there are compelling reasons to do so.

4.6 Risk management

4.6.1 There are no inherent risks in approving the recommendations within this report, other than the very low risk of challenge from the current suppliers of meat and fruit and vegetables.

5 Conclusions

5.1 A waiver of contracts procedure rules 7 is required to enable spend with Neil's fruit & veg and Mike Malcolm's butchers, as contracts already exist for this type of supply.

6 Recommendations

6.1 The Chief Officer Civic Enterprise Leeds is recommended to approve the waiver of Contract Procedure Rule 7 below £10k – low value procurement as a one-off to purchase supplies from Leeds Kirkgate market as a civic promotion for a value of approximately £1,076.20.

7 Background documents

7.1 None.

