
Report to the Chief Officer (Highways and Transportation)

Date: 06 December 2016

Subject: Yorkshire & Humberside Supply of Coated Materials, Ready Mixed Concrete and Aggregates Contract – Approval for Tender and Evaluation

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: CPR 21	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. This report seeks approval from the Chief Officer (Highways & Transportation) to tender and evaluate the Yorkshire & Humberside Supply of Coated Materials, Ready Mixed Concrete and Aggregates Contract.
2. The contract period will start from the 1st April 2017 when the current contract expires. The tender will be let to all compliant tenderers for a four year period, with each supplier having the opportunity to amend their rates annually.

Recommendations

3. The Chief Officer (Highways & Transportation) is requested to approve the recommendation to tender and evaluate the Yorkshire & Humberside Supply of Coated Materials, Ready Mixed Concrete and Aggregates which is to start on 1st April 2017 for a four year period.

1 Purpose of this report

- 1.1 The purpose of this report is to inform the Chief Officer (Highways & Transportation) of the requirement to tender and evaluate the Yorkshire & Humberside Supply of Coated Materials, Ready Mixed Concrete and Aggregates Contract and seek an Administrative Decision as defined by the Constitution of the Council to tender the contract.

2 Background information

- 2.1 The current Leeds City Council Supply of Coated Materials, Ready Mixed Concrete and Aggregates Contract expires on 31st March 2017 with no further option to extend it for a further period of time.
- 2.2 As part of the collaborative working across Yorkshire & Humberside on procurement it was recognised that a single combined contract for the Supply of Coated Materials, Ready Mixed Concrete and Aggregates across all of Yorkshire & Humberside would provide best value for all the districts.

3 Main issues

- 3.1 The current contract was procured on 3rd June 2013 which also ran for a four year contract with an opportunity for companies to review their rates annually.
- 3.2 This contract expires on the 31st March 2017.
- 3.3 The schedule of materials contains numerous products, which the tenderers can provide their prices on the items which they can supply. Orders will be placed by the individual Districts on the basis of cost being the first consideration followed by deliverability.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Consultation has taken place with the Yorkshire & Humberside Alliance Group and it was agreed that this contract would be the best method of procuring this type of work and will be available to all Yorkshire & Humberside Members.
- 4.1.2 Consultation has taken place with the Finance Section who confirmed that the funding is available from both capital and revenue budgets as and when the works are required.
- 4.1.3 The proposed contract will be an efficient method of procuring this type of work.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An EDCI screening has been completed and is attached as Appendix A. This indicated that an Equality Impact Assessment is not required for what is being proposed.

4.3 Council policies and City Priorities

4.3.1 The proposed tender of this contract will provide an efficient method of procuring the Yorkshire & Humberside supply of Coated Materials, Ready Mixed Concrete and Aggregates Contract.

4.3.2 The recommended approach is consistent with the aims contained within the Council's Spending Money Wisely Policy.

4.3.3 The decision to tender this contract falls within the parameter of Administrative Decisions in that:

- The work to be carried out under this contract will be funded by approved budgets.
- There is no conflict with the Budget and Policy Framework or other policies approved by the Council; and
- It does not raise new issues on policy.

4.4 Resources and value for money

4.4.1 The tender of this Contract is an efficient use of council resources and is judged to be value for money in comparison to preparing tenders for each individual order

4.4.2 The contract will be awarded to all contractors submitting a compliant tender. The Contractors will be offered, subject to satisfactory performance, the opportunity to revise their rates annually. The maximum revision acceptable will be the percentage increase of the CPR value current at the time, published by the Office of National Statistics.

4.4.3 It is estimated that the total value of the 4 year contract will be around £60M - £75M per annum; this comprises LCC estimated budget of £4.75M, Bradford £4.75M Kirklees at £3.2M and Wakefield around £1.5M. Extra has been included for the other authorities to join into the contract should they require.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This is a Key decision due to the value of materials that could be ordered through the contract and is subject to Call In. There are no specific legal implications arising from this report. All activities relating to the proposed contract have been executed strictly in accordance with the Council's Contract Procedure Rules.

4.6 Risk Management

4.6.1 To maintain continuity on the ability to purchase these materials for service delivery it is essential that this contract is awarded as the existing arrangement expires.

5 Conclusions

5.1 The tender of this Contract is an efficient use of council resources and is judged to be value for money in comparison to tendering individual orders or contracts across the Yorkshire & Humberside Alliance.

6 Recommendations

- 6.1 The Chief Officer (Highways and Transportation) is requested to approve the recommendation to tender and evaluate the Yorkshire & Humberside Supply of Coated Materials, Ready Mixed Concrete and Aggregates which is to start on 1st April 2017 for a four year period.

7. Background documents¹

- 7.1 Equality Impact Assessment Attached.

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.

Equality, Diversity, Cohesion and Integration Impact Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: City Development	Service area: Highways & Transportation
Lead person: Nicola Martin	Contact number: 3787457
Date of the equality, diversity, cohesion and integration impact assessment: 8.11.16	

1. Title: Yorkshire & Humberside Supply of Coated Materials, Ready Mixed Concrete and Aggregates
Is this a:
<input type="checkbox"/> Strategy /Policy <input type="checkbox"/> Service / Function <input checked="" type="checkbox"/> Other
If other, please specify – SUPPLY CONTRACT

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Wynne Floyd	City Development	Main procurer
Edwige Moultaut	PPPU	PPPU Lead
Russell Martin	City Development	Service Lead

3. Summary of strategy, policy, service or function that was assessed:	
Procurement of a Supply contract for Yorkshire & Humberside to utilise for the supply of Coated Materials, Ready Mixed Concrete and Aggregates. The contract will be for a four year period with compliant tenderers able to revise their rates annually.	

4. Scope of the equality, diversity, cohesion and integration impact assessment (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)
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4a. Strategy, policy or plan (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
Please provide detail:	

4b. Service, function, event please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input type="checkbox"/>

Procuring of a service (by contract or grant)	<input checked="" type="checkbox"/>
<p>Please provide detail: Procurement of a Supply contract for Yorkshire & Humberside to utilise for the supply of Coated Materials, Ready Mixed Concrete and Aggregates. The contract will be for a four year period with compliant tenderers able to revise their rates annually.</p>	

5. Fact finding – what do we already know
 Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.

(priority should be given to equality, diversity, cohesion and integration related information)

This is a procurement of a new contract however will be very similar to the existing contract which expires on 31st March 2017. This is for the supply of materials and concrete for the Highways Services and so demand may fluctuate and unable to dictate when / where it is required as the service use this as a call off contract so no impact on equality monitoring

Are there any gaps in equality and diversity information
Please provide detail:
 none

Action required:
 No further action

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes	No
<p>Please provide detail: Procurement of a supply contract with individual companies so no requirement to involve any groups.</p>	
<p>Action required: None</p>	

<p>7. Who may be affected by this activity? please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function</p>														
<p>Equality characteristics</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> Age</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> Carers</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> Disability</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Gender reassignment</td> <td style="padding: 5px;"><input type="checkbox"/> Race</td> <td style="padding: 5px;"><input type="checkbox"/> Religion or Belief</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Sex (male or female)</td> <td colspan="2" style="padding: 5px;"><input type="checkbox"/> Sexual orientation</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Other</td> <td colspan="2"></td> </tr> </table> <p>(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being) Please specify:</p>			<input type="checkbox"/> Age	<input type="checkbox"/> Carers	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Race	<input type="checkbox"/> Religion or Belief	<input type="checkbox"/> Sex (male or female)	<input type="checkbox"/> Sexual orientation		<input type="checkbox"/> Other		
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<input type="checkbox"/> Other please specify														

Potential barriers.	
<input type="checkbox"/> Built environment	<input type="checkbox"/> Location of premises and services
<input type="checkbox"/> Information and communication	<input type="checkbox"/> Customer care
<input type="checkbox"/> Timing	<input type="checkbox"/> Stereotypes and assumptions
<input type="checkbox"/> Cost	<input type="checkbox"/> Consultation and involvement
<input type="checkbox"/> Financial exclusion	<input type="checkbox"/> Employment and training
<input type="checkbox"/> specific barriers to the strategy, policy, services or function	
Please specify	

8. Positive and negative impact Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers
8a. Positive impact:
N/A
Action required:
N/A

8b. Negative impact:

N/A

Action required:

N/A

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes

No

Please provide detail:

N/A

Action required:

10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)

Yes

No

Please provide detail:

Action required:

N/A

11. Could this activity be perceived as benefiting one group at the expense of another? (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)

Yes

No

Please provide detail:

This will benefit all people in Leeds as the road surfaces for all users will be improved through maintenance.

Action required:

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
N/A			

13. Governance, ownership and approval State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment		
Name	Job Title	Date
Wynne Floyd	Technical Services Manager	8.11.16
Date impact assessment completed		

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)	
<input type="checkbox"/>	As part of Service Planning performance monitoring
<input type="checkbox"/>	As part of Project monitoring
<input type="checkbox"/>	Update report will be agreed and provided to the appropriate board Please specify which board
<input type="checkbox"/>	Other (please specify)
N/A	

15. Publishing	
Though all key decisions are required to give due regard to equality the council only publishes those related to Executive Board, Full Council, Key Delegated Decisions or a Significant Operational Decision .	
A copy of this equality impact assessment should be attached as an appendix to the decision making report:	
<ul style="list-style-type: none"> • Governance Services will publish those relating to Executive Board and Full Council. • The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions. • A copy of all other equality impact assessments that are not to be published should be sent to equalityteam@leeds.gov.uk for record. 	
Complete the appropriate section below with the date the report and attached assessment was sent:	
For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: