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**Report of: Commercial Manager - Parks and Countryside**

**Report to: Chief Officer Parks and Countryside, Communities and Environment**

**Date: 08<sup>th</sup> August 2017**

**Subject: Approval to waive CPR 8.1 and 8.2 for the purchase of a BioDisc Sewage Treatment Plant for the new Whinmoor Horticultural Nursery without seeking competition.**

Are specific electoral wards affected? If yes, 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

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**Summary of main issues**

1. The Council is currently in the process of relocating its horticultural nursery from the current Redhall site to a new purpose built site at Whinmoor.
2. The new site at Whinmoor will consist of a new plant nursery, a café and shop.
3. There is a requirement to procure Bio Disc Sewage Treatment plant and grease separator to effectively deal with the waste produced by the Whinmoor Nursery site.
4. The requirement to procure a sewage treatment plant and grease separator is needed urgently as it is a requirement of the Environment Agency. In order to have the equipment installed ready to open the new nursery the service needs to waive Contract Procedure Rules (CPRs) 8.1 and 8.2.

**Recommendations**

1. The Chief Officer, Parks and Countryside is recommended to approve the waiver of CPR's 8.1 and 8.2 to enable a procurement exercise to be carried out for the provision of a sewage treatment plant and grease separator for the new Whinmoor Horticultural Nursery. The cost of the equipment is £62,980.

## **1. Background information**

- 1.1 The new site at Whinmoor is not connected to the main lines for sewage treatment and therefore requires its own standalone treatment system.
- 1.2 In the past septic tanks have been used, however when these overflow the seepage is untreated and can have a huge impact on the surrounding area. The environment agency now request that biological sewage treatment plants are used as these treat the waste first so that any overflow is not a risk to the environment.
- 1.3 Also included are grease separators which are designed for use on the dedicated outlets of communal use. The grease separator is designed to retain most of the fats and grease. Fats, oils and greases must not be allowed to be discharged into a package treatment unit as they affect the biological process. They contribute towards extra organic load; they can block the media and affect the liquid distribution systems. Their presence can affect the development of the active bacteria in the treatment plant and as a result the treatment plant may not operate correctly.

## **2. Main issues**

- 2.1 The new site at Whinmoor will consist of a new plant nursery, a café and shop. As there are no mains to this new site the Environment Agency have requested that a sewage treatment plant be installed to effectively deal with the waste produced on site.
- 2.2 Should approval be given, a sewage treatment plant will be procured from Keyline.
- 2.3 In order to have the sewage treatment plant installed ready to open the new nursery the service needs to waive Contract Procedure Rules (CPRs) 8.1 and 8.2 as the equipment is specialist and there is not enough time to undertake a full procurement exercise.
- 2.4 Keyline are able to meet this tight deadline provided that the order can be raised before 10<sup>th</sup> August. No other company is able to secure such a tight deadline that the service requires.

## **3. Corporate considerations**

### **3.1 Consultation and engagement**

- 3.1.1 Key service providers, Users, and the relevant Chief Officer have all been consulted.

### **3.2 Equality and diversity / cohesion and integration**

- 3.2.1 This procurement raises no issues relating to equality and diversity / cohesion and integration as this report seeks approval to procure the specialist equipment to deal with waste from the Arium..

### **3.3 Council policies and best council plan**

- 3.3.1 The waiver of the Council's Contracts Procedure Rules in relation to the purchase of an sewage treatment plant and this report draws attention to co-ordinated

working that demonstrates a contribution towards the following priorities contained in the City Priority Plan:

- Best city for communities
- Best Council Plan 2015 to 2020
- Vision for Leeds 2011 – 2030

### **3.4 Resources and value for money**

- 3.4.1 It is an EA requirement to have a sewage treatment system in place for the new nursery at Whinmoor.
- 3.4.2 It is important to have the system in place urgently so that other building and site opening deadlines are not delayed. Delaying these other elements due to a full procurement exercise for the sewage treatment plant could have significant operational and financial costs.
- 3.4.3 The cost associated to procure this specialist plant is £62,980 which can be met within the existing project scheme resources set for the Arium.

### **3.5 Legal implications, access to information, and call-in**

- 3.5.1 The decision to waive CPR 8.1 and 8.2 will be a significant operational decision and is therefore not subject to call in. There are no grounds for keeping the contents of this report confidential under the Access to Information rules.

### **3.6 Risk management**

- 3.6.1 If a sewage treatment plant is not procured as soon as possible it would delay the opening of the new plant nursery. This would cost the service financially and would put at risk the production of plants which are needed for the cities bedding. As such this would be considered to be a reputational risk to the Council.
- 3.6.2 Service staff will work within the guidelines of the supplier to install the system and maintenance will be handled by the supplier to keep risk to a minimum.

## **4. Conclusions**

- 4.1 To enable the Council to manage and support the proposed services at the new horticultural Nursery at Whinmoor, the procurement of a sewage treatment plant must be carried out. Without it, the new site will not be able to open. It is also essential for the treatment of waste from the toilets, shower and kitchen areas.

## **5. Recommendations**

- 5.1 The Chief Officer, Parks and Countryside is recommended to approve the waiver of CPR 8.1 and 8.2 to enable a procurement exercise to be carried out for the provision of a sewage treatment plant for the new nursery site at Whinmoor. The cost of which is £62,980.

## **6. Background documents<sup>1</sup>**

6.1 None

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<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.