

Agenda item:

[No.]

Procurement Committee

On 30th JUNE 2011

Report Title: **Community Meals Contract - Rectification**

Report of: **Mun Thong Phung, Director of Adult & Housing Services**

Signed :

Contact Officer : Lisa Redfern, Deputy Director, Adult and Community Services

Wards(s) affected: **All**

Report for: **Key Decision**

1. Purpose of the report

- 1.1 Approval for a rectification of the decision taken by the Procurement Committee on 6 July 2010 to extend the contract for the provision of Community Meals to Sodexo Healthcare Services to Sodexo Ltd.
- 1.2 To amend Minute PROC (2010/11) of the Procurement Committee meeting held on the 6 July 2010 by correcting the name of the contractor to whom a contract extension was approved for the provision of Community Meals to Sodexo Ltd.
- 1.3 Approval to novate the contract from Sodexo Healthcare Services Ltd to Sodexo Ltd.

2. Introduction by Cabinet Member

- 2.1 I note the correction to the records of Community Meals – Extension of Contract.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

- 3.1 Not applicable

4. Recommendations

- 4.1 That approval is granted to the amendment of Minute PROC 10 (2010/11) of the Procurement Committee meeting held on the 6th July 2010 to the extension of the contract for the provision of Community Meals to Sodexo Ltd.
- 4.2 Approval is also required to novate the contract for Community Meals from Sodexo Healthcare Services Ltd to Sodexo Ltd.

5. Reason for recommendation(s)

- 5.1 Sodexo Healthcare Services Ltd was awarded the contract Provision of Community Meals on 1st March 2005.
- 5.2 In accordance with Contract Standing Order 13.02, a further 2 years extension of the contract in the same name was approved by Cabinet Procurement Committee on 6th July 2010.
- 5.3 It has recently been established that on 31 August 2008 there was a transfer of the Community Meals contract within the Sodexo group of companies from Sodexo Healthcare Services Ltd to Sodexo Ltd.
- 5.4 It is therefore requested that the minutes of the report to Cabinet Procurement Committee of 6th July 2010 to approve the extension of the Community Meals contract be amended to Sodexo Ltd and the contract be formally novated to the name of Sodexo Ltd.
- 5.5 Sodexo Ltd is providing a good service which is regularly monitored via regular contract review meetings and consultation with service users.

6. Other options considered

- 6.1 Not applicable.

7. Summary

- 7.1 Not applicable

8. Chief Financial Officer Comments

- 8.1 This proposal will have no financial implications.

9. Head of Legal Services Comments

- 9.1 The Head of Legal Services notes the contents of the report.
- 9.2 In order to formalise the relationship with Sodexo Ltd, a deed of novation will need to be prepared transferring the liabilities from Sodexo Healthcare Services Ltd to Sodexo Ltd with effect from 31 August 2008.
- 9.3 The Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendations in this report.

10. Head of Procurement Comments

10.1 The Head of Procurement notes the need to formally amend the minutes to the correct name.

11. Equalities & Community Cohesion Comment

11.1 Not applicable

12. Consultation

12.1 Not applicable

13. Service Financial Comments

13.1 It is not envisaged that the amendment proposed will of itself have any direct financial implications.

14. Use of appendices /Tables and photographs

14.1 Not applicable

15. Local Government (Access to Information) Act 1985

15.1. The following background papers were consulted in the preparation of this report:
-Contract Documentation and Specification – Community Meals; and
- Community Meals – Extension of Contract report to Procurement Committee 6th July 2010.