

Decision Pathway – Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 09 April 2024

TITLE	Community Meals Service contract		
Ward(s)	Citywide – All wards		
Author: Sarah Stone	Job title: Service Manager		
Cabinet lead: Cllr Helen Holland, Cabinet Member for Adult Social Care and Integrated Care System	Executive Director lead: Hugh Evans, Executive Director: Adults and Communities		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report:			
1. To seek approval to award procure and award a contract for frozen meals for the Community Meals service			
Evidence Base:			
1. The Community Meals service is an inhouse service provided by Bristol City Council. The service delivers a hot meal and wellbeing check to customers daily, throughout Bristol. The service may either be provided by Bristol City Council as part of a package of care or self-funded. The meals are provided hot to the customer after being regenerated from frozen.			
2. The current contract for the supply of frozen meals will come to the end of permitted extensions on 30.09.24.			
3. The current contract was led by North Somerset council, they have recently confirmed they do not wish to continue this arrangement.			
4. A new contract procured by Bristol is therefore required to ensure there is no break in service delivery, minimising impact on customers.			
5. We are seeking to place a new contract worth up to £630,000 in total (including permitted extensions). This is the full cost to be approved. The contract is expected to start on 01.10.24, with an initial end date of 30.09.25. Spend during this initial period will be between £180,000 and £210,000. The contract will also allow for extensions of one year plus one year at a cost of up to £210 000 per year.			
Cabinet Member / Officer Recommendations:			
That Cabinet:			
1. Authorises the Executive Director Adults and Communities in consultation with the Cabinet Member Adult Social and Integrated Care System to take all steps required to procure and award the contract(s) necessary for the			

implementation of a supply of frozen meals from 1st October 2024 in-line with the procurement routes and maximum budget envelopes outlined in this report.

2. Authorises the Executive Director Adults and Communities in consultation with the Cabinet Member Adult Social and Integrated Care System to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope.
3. Authorises the Head of Strategic Procurement & Supplier Relations to approve appropriate procurement routes to market where these are not yet fully defined in this report, or if changes to procurement routes are subsequently required.

Corporate Strategy alignment:

1. The Community meals service aligns with the Health, care and wellbeing theme of the strategy, increasing access to healthy nutritious meals supports the aim of tackling health inequalities to help people to stay healthier and happier throughout their lives.
2. It supports the aim of providing support which is person centred and offers Bristol citizens choice and control
3. It further supports a public health approach to achieve health and wellbeing equality, through access to nutritious food which meets the needs of people from a diverse range of backgrounds in their local communities.

City Benefits:

1. A competitive procurement process will ensure best financial value for citizens and allow us to keep onward charges to customers affordable.
2. An Equalities Impact assessment will be completed as part of the procurement process.
3. Consideration to sustainability and social value are key to Bristol procurement exercises and weighted accordingly in the decision-making process when awarding the contract.

Consultation Details:

Not applicable

Background Documents:

1. [BCC Corporate Strategy 2022/2027](#)
2. [A one city food equality strategy for Bristol 2022-2032](#)
3. [A one city food equality action plan 2023-26](#)

Revenue Cost	£630,000	Source of Revenue Funding	General Fund - Community Meals - 12171
Capital Cost	n/a	Source of Capital Funding	n/a
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: This report seeks permission to reprocure the frozen meals needed for the Community Meals

Service to continue this service. This is anticipated to cost c£630k during the initial and potential subsequent contract extensions. The cost of this will be funded from within the exiting Meals Service budgets. It should be noted that the service is subsidised and provided at a net cost to the Council of £335,609 per annum.

Finance Business Partner: Denise Hunt, 7 March 2024

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor, 8 March 2024

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Alex Simpson –Lead Enterprise Architect Policy, Strategy and Digital. 19 March 2024

4. HR Advice: The report is seeking approval to reprocure the frozen meals needed for the Community Meals Service to continue. There are no significant HR implications arising from this report for Bristol City Council employees.

HR Business Partner: Lorna Laing, 8 March 2024

EDM Sign-off	Hugh Evans, Executive Director: Adults and Communities	11 March 2024
Cabinet Member sign-off	Cllr Helen Holland, Cabinet Member for Adult Social Care and Integrated Care System	11 March 2024
For Key Decisions - Mayor's Office sign-off	Mayor's Office	11 March 2024

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO