

PERTH AND KINROSS COUNCIL

Strategic Policy and Resources Committee - 17 April 2013

**CONTRACTS AWARDED BY THE CHIEF EXECUTIVE'S SERVICE
1 JULY 2012 TO 31 DECEMBER 2012****Report by the Head of Finance****PURPOSE OF REPORT**

In accordance with the Council's Contract Rules, this report provides information to the Committee on contracts awarded by the Chief Executive's Service from 1 July 2012 to 31 December 2012 under delegated authority.

1. BACKGROUND / MAIN ISSUES

The Council approved the Contract Rules on 23 March 2005. (report 05/199 refers). The rules set out the requirement for each Executive Director to submit a report detailing all tenders over £5,000 in value accepted by the Service which have not previously been reported.

The delegated authority to contract for goods and services is contained within the Council's Scheme of Administration which permits the Chief Executive or any Executive Director to enter into contracts on behalf of the Council in accordance with the Council's Contract Rules.

This report details contracts awarded under delegated authority at Appendix 1 and covers the period 1 July 2012 to 31 December 2012.

2. PROPOSALS

There are no proposals arising from this report.

3. CONCLUSION AND RECOMMENDATION

This report is provided for information as required by the Council's Contract Rules. The Committee is asked to note contracts awarded as detailed in Appendix 1.

Author

| Name | Designation | Contact Details |
|--------------|---|----------------------------------|
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Approved

| Name | Designation | Signature |
|---------------------------|--------------------|------------------|
| John Symon | Head of Finance | John Symon |
| Date 11 March 2013 | | |

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Council Text Phone Number 01738 442573

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| Strategic Implications | Yes / None |
|---|-------------------|
| Community Plan / Single Outcome Agreement | None |
| Corporate Plan | Yes |
| Resource Implications | |
| Financial | Yes |
| Workforce | None |
| Asset Management (land, property, IST) | None |
| Assessments | |
| Equality Impact Assessment | Yes |
| Strategic Environmental Assessment | Yes |
| Sustainability (community, economic, environmental) | Yes |
| Legal and Governance | None |
| Risk | None |
| Consultation | |
| Internal | None |
| External | None |
| Communication | |
| Communications Plan | None |

1. Strategic Implications

Corporate Plan

- 1.1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.1.2 This report relates to all of these objectives.

2. Resource Implications

2.1 Financial

- 2.1.1 Budgetary provision has already been made for all contracts detailed in this report and as such there are no direct financial implications arising from this report.

3. Assessments

3.1 Equality Impact Assessment

3.1.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

3.1.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

3.2 Strategic Environmental Assessment

3.2.1 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

3.2.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

3.3 Sustainability

3.3.1 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

3.3.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

2. BACKGROUND PAPERS

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above report.

3. APPENDICES

Appendix 1 - Contracts awarded by the Chief Executive's Service between 01 July 2012 and 31 December 2012.

Contracts awarded by the Chief Executive's Service between 01 July 2012 and 31 December 2012

Appendix 1

| Contract Name | Description of Supply | Supplier Name | Type of Tender * | Annual Value or Contract Value | Start / Award Date of Contract | Expiry Date of Contract | Awarded/ Renewed/ Extended/ One Off |
|--------------------------------|--|--------------------|------------------|--------------------------------|--------------------------------|-------------------------|-------------------------------------|
| Waste Calendars December 2012 | To print and mail waste calendars to householders | Farquhar & Son Ltd | 1 | £9587 | 12/11/2012 | 03/12/ 2012 | One Off |
| Marine Insurance | Boat & Harbour Insurance | Oval Insurance | 4 | £8000 | 01/10/2012 | 30/09/2013 | Renewed |
| Taxi Survey of Unmet Demand ** | Conducting survey of demand for taxis in Perth and Blairgowrie | Napier University | 1 | £9950 | 01/01/2012 | 12/07/2012 | One Off |
| | | | | | | | |
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*Type of Tender:

- | | | |
|---|------------------------------------|-------------------------------|
| 1 | Between £5,000 to £50,000 | 3 formal quotes / Quick Quote |
| 2 | Over £50,000 & below EU thresholds | Formal PKC Tender procedure |
| 3 | Supplies & Services over £179934 | EU compliant tender procedure |
| 4 | Annual renewal | |

** Failed to report in period 1 January 2012 to 30 June 2012.

