

SHEFFIELD CITY COUNCIL

INDIVIDUAL CABINET MEMBER DECISION RECORD

The following decision was taken on 21 October 2020 by the Cabinet Member for Finance, Resources and Governance.

Date notified to all Members: Thursday 22 October 2020

Please note that this decision is not subject to call-in, in accordance with the Fast Track process set out in Scrutiny Procedure Rule 17 of the Constitution.

1. **TITLE**

Catering Service

2. **DECISION TAKEN**

That the Cabinet Member for Finance, Resources and Governance gives approval to insource the catering service.

3. **Reasons For Decision**

At this time, given the restrictions in place due to the COVID pandemic and the reduced numbers of staff present at Moorfoot and the Town Hall, there is unlikely to be interest from the private sector in bidding to run a catering service. However, it is anticipated that there will be a continued demand for catering services within the Council, from staff and for events in the future. Insourcing the catering service allows the Council to respond more quickly, using experienced staff, as circumstances change and to have more control over the offer on corporate and event catering.

4. **Alternatives Considered And Rejected**

There are four options for the future of the catering service: extend the current arrangements, procure new arrangements, allow the current contract to expire and insource the service. However, extending the current arrangements for a longer period of time could present an issue from a procurement law perspective and the service provider, Argent, have also indicated that this is not something they are interested in. It is also highly unlikely that there would be any interest in a new procurement given the current very low demand for catering and the unpredictability of the pandemic/potential for further restrictions. In the circumstances, these two options are not explored in more detail in the report.

The other two options – to allow the current Catering Contract to expire and do not replace it at this time; and for the Council to bring the service in-house after a short

extension to the current contract to facilitate the transfer – are explored in more detail in section 2 of the report.

These were the two options proposed to the Cabinet Member, and the latter was selected for the reasons explained earlier.

5. **Any Interest Declared or Dispensation Granted**

None

6. **Respective Director Responsible for Implementation**

Head of Facilities Management

7. **Relevant Scrutiny Committee If Decision Called In**

Overview and Scrutiny Management Committee