

## Notice of Meeting

# Cabinet Member for Corporate Support Decisions



**Date & time**  
Tuesday, 22  
January 2019 at  
1.30 pm

**Place**  
Members' Conference  
Room, County Hall,  
Penrhyn Road,  
Kingston Upon  
Thames, KT1 2DN

**Contact**  
Ben Cullimore  
020 8213 2782  
Room 122, County Hall,  
Penrhyn Road Kingston  
upon Thames KT1 2DN

**Chief Executive**  
Joanna Killian

[ben.cullimore@surreycc.gov.uk](mailto:ben.cullimore@surreycc.gov.uk)

**If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email [ben.cullimore@surreycc.gov.uk](mailto:ben.cullimore@surreycc.gov.uk).**

**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Ben Cullimore on 020 8213 2782.**

### **Cabinet Member**

Ms Charlotte Morley (Cabinet Member for Corporate Support)

## **AGENDA**

### **1 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- i. Any disclosable pecuniary interests and / or
- ii. Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### **NOTES:**

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

### **2 PROCEDURAL MATTERS**

#### **a Members' Questions**

The deadline for Members' questions is 12pm four working days before the meeting (16/01/2019).

#### **b Public Questions**

The deadline for public questions is seven days before the meeting (15/01/2019).

#### **c Petitions**

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **3 AWARD OF CONTRACT FOR THE SUPPLY AND INSTALLATION OF COMMERCIAL CATERING EQUIPMENT**

(Pages 5  
- 16)

Surrey County Council have a current contract in place with Commercial Services for the supply and installation of commercial catering equipment used in the provision of meals to Surrey schools.

Catering equipment covers items such as prime cooking equipment, warewashing machines, refrigeration equipment, heated and ambient display equipment, and large food prep equipment.

The current contract expires on the 1 April 2019 and there are no further extensions that can be used.

The contract supports the Council's Commercial Services contractual obligations to provide school meals across Surrey. It helps the schools to comply with their legal duty, including the Children's and Families Act

2014, for all state-funded schools, including academies and free schools, to offer a free school lunch to all pupils in Reception, Year 1 and Year 2.

This report sets out recommendations arising from work on options for the provision of the supply and installation of commercial catering equipment to commence the service from 2 April 2019 for use in the production of school meals, and outlines a competitive tender which was carried out in order to select suppliers to deliver the service.

The procurement process is at the stage where Cabinet approval is required in order to award the contract to a number of suppliers across seven sub-lots as listed below.

Because of the commercial sensitivity the details of assessment results have been circulated as a confidential Part 2 of this report.

#### **4 EXCLUSION OF THE PUBLIC**

**Recommendation:** That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

### **PART TWO – IN PRIVATE**

#### **5 AWARD OF CONTRACT FOR THE SUPPLY AND INSTALLATION OF COMMERCIAL CATERING EQUIPMENT** (Pages 17 - 22)

This is Part 2 report related to item 3. The report contains information which is exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

**Confidential: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**Joanna Killian**  
**Chief Executive**  
Published: 14 January 2019

## **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

Anyone is permitted to film, record or take photographs at council meetings with the Chairman's consent. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that the Chairman can grant permission and those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

*Thank you for your co-operation*