

**ANGUS COUNCIL****SOCIAL WORK COMMITTEE ..... 25 FEBRUARY 1997****REPORT BY THE DIRECTOR OF SOCIAL WORK****CONTRACTS FOR SUPPLY OF FOOD STUFFS****ABSTRACT**

The purpose of this report is to advise members of a proposal for the Social Work Department to assume responsibility for the management of the procurement of its own foodstuffs on the expiry of the current contracts on 30 June 1997.

**1. RECOMMENDATION**

It is recommended that the Social Work committee: notes the content of this report and that approval be given for the Social Work Department to assume responsibility for the management of the procurement of all foodstuffs on the expiry of the current contracts on 30 June 1997.

**2. INTRODUCTION**

Angus Council is working towards establishing a policy of co-ordinated corporate procurement with a view to maximising value for money in the purchasing of supplies and in view of this it is proposed that the Social Work Department takes over responsibility for the arrangement and management of contracts for the supply of foodstuffs to the Department from Tayside Contracts on the expiry of the current contracts on 30 June 1997. There are 8 such contracts at present, these contracts are currently arranged on an inter-departmental and inter-authority basis and the value of the portion applicable to the Social Work Department is approximately £276,000.

Transfer of responsibility for these contracts to the Social Work Department would involve the Department in the following work.

1. Establishment of a select list of tenderers.  
Currently the Department is not involved in this process.
2. Preparation and issuing of tender documents, evaluating tenders received and reporting on and recommending these to the Social Work Committee.

Currently the Social Work Department is involved in preparation of specifications for inclusion in food contracts.

3. Monitoring of Contracts.  
This work is already carried out by the Social Work Department. Currently complaints are channeled through Tayside Contracts but would in future be taken up directly with contractors.
4. Liaison with the Dundee City Council Department of Environmental and Consumer Protection.  
This work is in respect of the independent monitoring of food supplies carried out by the Department of Environmental and Consumer Protection. This liaison is currently the responsibility of Tayside Contracts. The Social Work Department has established that the Angus Department of Environmental and Consumer Protection would be willing to undertake this function directly for the Social Work Department.
5. This initiative is in advance of an agreed corporate policy on procurement, the procedures for letting, monitoring and management and will be subject to review once this corporate policy is established.

The additional workload involved in the above could be carried out by existing staff within the Social Work Department.

### 3. FINANCIAL IMPLICATIONS

No additional staffing costs would be involved in the implementation of the above recommendations.

Additional costs would be incurred in terms of:-

- Advertising for tenders and production of tender documents (approximately £500 every 2 years)
- Payment to Environmental and Consumer Protection for Independent Monitoring (approximately £1,200 per annum)
- Due to the reduction in volume of the contracts there is a potential for increases in price due to loss of economies of scale. Experience of purchasing of smaller quantities for certain

Social Work Department units however suggest that these may not be significant. A significant increase in quality and therefore value for money can however be expected due to the direct contract management implemented by the Social Work Department

#### **4. CONSULTATION**

The Chief Executive, The Director of Law and Administration, The Director of Finance and The Director of Environmental and Consumer Protection have been consulted in the preparation of this report.

#### **5. CONCLUSION**

Contracts for the supply of foodstuffs to the Social Work Department are due for renewal as of 1 July 1997.

This report recommends that the Social Work Department takes over the arrangement and management of these contracts from Tayside Contracts at that time.

W B Robertson  
Director of Social Work

DS/PW

Note: 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 any material extent in preparing this report.

