

NOTICE OF KEY DECISION

Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Decision Maker: Director of People and Neighbourhoods

Pursuant to the authority delegated by Cabinet on 20 January 2021, the Director of People and Neighbourhoods, in consultation with the Cabinet member for Safe and Sustainable City Environment, has awarded a contract for environmental services to NCSL for the six year period 1 April 2021 to 31 March 2027, with the option to extend for a further period of 5 years on an annual basis.

Decision status: Is key decision? Yes

Is subject to call in? Yes

Decision details:

As detailed in the report to the Cabinet meeting on 20 January 2021, the Council will enter into a contract with NCSL for the provision of environmental services. Any variations to the original contract value for 2021/22 will be exercised as a virement and reported to Cabinet in the usual way.

The key principles of the contract are set out below for ease of reference:

1. **Council Support Services Contract**

- All existing service specifications have been reviewed (and amended) where required to ensure that each individual service is delivered in accordance with the requirements of the Council.
- All internal stakeholders have been consulted and have contributed to their specifications, including – car parks, markets, parks and open spaces, trees, housing and cemeteries.
- Going forward, engagement will be an active, permanent ongoing process.
- A pricing structure (Bill of Quantities) sets the rates at which NCSL charges for services and this will be further reviewed and refined during 2021/22.
- Key performance indicators are transferred from NNE to NCSL, with a commitment to further develop these during 2021/22 and to compare KPIs with national performance models to ensure that value for money is consistently achieved.
- NCSL should make best efforts to perform services in accordance with the Councils key policies including Environmental Strategy, Neighbourhood

Strategy, Procurement Strategy and the principles around community engagement.

2. Contract - Terms & conditions:

- 2.1.** A set of new contract terms and conditions have been developed, which have been enhanced to respond to lessons learnt from previous joint venture contracts in respect of governance, performance management, escalation and exit.
- 2.2.** The contract specifies the services to be delivered, set out in Schedule 1 – Services Specification. The contract also specifies company policies, assets, organisational structures and governance arrangements.

Publication date: 30 March 2021

Date of decision: 30 March 2021

Call-in deadline date: 1 April 2021 at 17:00

Date comes into force: 2 April 2021

Reference

[Environmental Services: overview of services to be commissioned from Norwich City Services Limited \(NCSL\) – report to Cabinet, 20 January 2021](#)