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Report Number **C/21/57**

To: Cabinet
Date: 15 December 2021
Status: Non - Key Decision
Responsible Officer: Alastair Clifford – Chief Officer - Operations

Cabinet Member: Councillor John Collier, Cabinet Member for Property Management and Grounds Maintenance

SUBJECT: Hythe Town Council's Grounds Maintenance Contract

SUMMARY:

This report gives an overview of Hythe Town Council's Grounds Maintenance Contract and seeks permission to submit a tender for this work, and if successful enter into contract for the 5 year period.

Reasons for Recommendations:

The Council currently undertakes the grounds maintenance contract on behalf of Hythe Town Council. The contract works well within the teams operating area and specialties providing a small surplus that helps to offset the labour and revenue costs of the Council's grounds maintenance service.

Recommendations:

- 1) To receive and note report C/21/57.
- 2) To approve that Officers submit a tender for the contract as per the detail set out in the report.
- 3) To approve that delegated authority is provided to the Director of Housing and Operations to enter into contract if our bid is successful and conclude the contractual arrangements.

1. BACKGROUND

- 1.1 The Council has been providing the grounds maintenance services contract for Hythe Town Council (HTC) since 1st April 2017. The contract sits well within the grounds maintenance team's geographical operating areas and specialties and has operated successfully over the contract term helping to offset the Council's revenue costs.
- 1.2 The current contract was awarded for 1 year with a possible extension of up to another 4 years. FHDC has been successful in maintaining this contract for the entire 5 year contract period. The current contract runs out on the 31st March 2022.
- 1.3 The current contract looks after the grounds maintenance of 11 sites in Hythe; Oaklands, The Green, Wakefield Allotments, South Road Rec, Queens Grove, Sanford House, Shepway Cross, Horn Street, Eaton Lands, Palmarsh Rec and the Skateboard Park.
- 1.4 The current contract consists of routine grounds maintenance functions including; grass cutting, flower / shrub / rose bed maintenance, hedge cutting, sports pitch maintenance, play area inspections and repair and attendance duties.
- 1.5 One member of staff transferred to FHDC and was added to FHDC's permanent structure to support this contract under TUPE regulations. At the time the contract was costed on the basis of top of [REDACTED] (with on-costs and pension).
- 1.6 The contract price submitted by FHDC in 2017 was [REDACTED] increase each year. The costs allowed for when preparing the bid are as follows:

[REDACTED]	[REDACTED]	[REDACTED]

2. 2022-2027 Tender

- 2.1 The council has been invited to Tender for the contract period of 2022-2027 with a break clause after 3 years.
- 2.2 The contract is as before plus the addition of the 3 proposed transferred play areas. Palmarsh (St George's Place Play Area) (LEAP, SIPA), Peregrine Close (LAP, NSPA) and Reachfields (LEAP, NSPA).
- 2.3 The proposed tender sum continues with the current pricing schedule, of a [REDACTED] increase year on year, along with an additional cost allowed for the works associated with the three additional sites.
- 2.4 The tender sum that will form the basis of the Council's bid will be as follows (subject to living wage rises);

[REDACTED]
[REDACTED]



2.5 The contract cost is detailed as below; (for the year 22/23).

2.6 If the Council is unsuccessful with its bid there will be TUPE implications for the one employee who transferred into the Council as part of the last contract award. FHDC's HR team and HTC are working through the implications of this.

3. CONCLUSION

3.1 The Council has operated the HTC grounds maintenance contract successfully for five years. The works fit well with the Council's own grounds maintenance operations and provides a seamless service to our residents in this part of the District. The contract generates a small surplus which helps to offset the revenue costs associated with the Council's own grounds maintenance services.

4. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

4.1 Legal Officers Comments (NE)

There are no equality and diversity implications directly arising from this report.

4.2 Finance Officers Comments (RH)

The current base budget includes income for the Hythe Town Council's Grounds Maintenance Contract [REDACTED]. If the contract is not continued, the base budget would to be amended from 22/23 for the loss of income.

4.3 Diversities and Equalities Implications (GE)

There are no equality and diversity implications directly arising from this report.

4.4 Climate Change Implications (OF)

There are no climate change implications directly arising from this report.

5. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

(Alastair Clifford – Chief Officer - Operations)

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The following background documents have been relied upon in the preparation of this report:

None