



**LANCASTER  
CITY COUNCIL**

*Promoting City, Coast & Countryside*

**INDIVIDUAL CABINET MEMBER AND OFFICER DELEGATED DECISIONS**

**MONDAY, 23 DECEMBER 2024**

Please find enclosed Decision Notice in connection with the following:

**ICMD17 Toilet Cleaning, Maintenance and coin collection (Pages 2 - 5)**

Please note that this is subject to call-in.

**Queries regarding these documents**

Please contact Liz Bateson, Democratic Support - email [ebateson@lancaster.gov.uk](mailto:ebateson@lancaster.gov.uk).

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Published on MONDAY, 23 DECEMBER 2024



*Promoting City, Coast & Countryside*

**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER  
NOTICE OF DECISION**

|   |          |   |                          |
|---|----------|---|--------------------------|
| <b>TITLE OF DECISION:</b> Toilet cleaning, toilet maintenance and income coin collection  |          |   |                          |
| <b>NAME OF DECISION TAKER:</b>  |          | <b>COUNCILLOR HART</b>  |                          |
| <b>POSITION AND RESPONSIBILITY HELD:</b>  |          | <b>Cabinet Member with responsibility for Environment and Place</b> |                          |
| <b>CONTACT OFFICER:</b>   |          | <b>WILL GRIFFITH</b>  |                          |
| <b>TELEPHONE:</b>   |          | 01524 582841  |                          |
| <b>E-MAIL:</b>  |          | wgriffith@lancaster.gov.uk  |                          |
| <b>Details of Decision:</b><br>To procure the provision of public toilet cleaning, maintenance and collection of coin income.   |          |   |                          |
| <b>Reasons for the decision:</b><br>To comply with the Council's procurement rules, its necessary to advertise via CHEST an opportunity for businesses to tender for a contract to supply a contract for services clean the public toilets, maintain the assets and collect the coin income received The duration of the contract is 5-years with an option for the Council to extend it for a further 2-years. |          |   |                          |
| <b>IS THE DECISION URGENT</b><br>NO   |          |   |                          |
| I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.   |          |   |                          |
| <b>SIGNATURE OF DECISION TAKER:</b>   |          | Cllr Paul Hart  |                          |
| <b>DATE:</b>  |          | 23.12.24  |                          |
| <i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>  |          |   | <b>REF NO.</b><br>ICMD17 |
| <b>DATE DECISION TAKEN:</b>   | 20.12.24 | <b>DATE RECEIVED BY DEMOCRATIC SERVICES:</b>                        | 23.12.24                 |
| <b>DATE DECISION PUBLISHED:</b>   | 23.12.24 | <b>IMPLEMENTATION DATE ( publication day + 5 working days):</b>     | 3/1/25                   |



## Toilet Cleaning, Maintenance and coin collection

### Report of Chief Officer Environment & Place

| PURPOSE OF REPORT   |                                     |                  |                          |                              |
|---|-------------------------------------|------------------|--------------------------|------------------------------|
| To seek approval from the Cabinet Member with responsibility for the Public Realm to tender a contract for the provision of toilet cleaning, maintenance and coin collection. |                                     |                  |                          |                              |
| Key Decision  | <input checked="" type="checkbox"/> | Non-Key Decision | <input type="checkbox"/> | Referral from Cabinet Member |
| Date of notice of forthcoming key decision  |                                     | 28.11.24         |                          |                              |
| This report is public   |                                     |                  |                          |                              |

#### RECOMMENDATIONS

- (1) To commence procurement of a contract for the provision of public toilet cleaning, maintenance and coin collection
- (2) To delegate award of the contract to the Chief Executive

#### 1.0 Introduction

- 1.1 The Council is in a position where it needs to secure a procurement contract for the provision of cleaning, maintenance and coin collection of the public toilets that are Council owned with the district.
- 1.2 Currently Danfo Ltd, carry out this service for 9 public conveniences as detailed below:
  1. Carnforth
  2. Bull Beck
  3. Glasson Dock
  4. Cornerstone
  5. Clocktower
  6. Arndale
  7. Festival Market
  8. Happy Mount Park
  9. Battery

It is hoped that following a successful tender process a supplier will be secured and that this will not only provide value for money for the supply of a service, but will also improve the service level agreements and standard of cleanliness within the public conveniences.

## 2.0 Proposal Details

To comply with the Council's procurement rules its necessary to advertise, via the CHEST procurement portal, an opportunity for businesses to tender for a contract to clean, maintain and collect the coin income on behalf of the council.

## 3.0 Details of Consultation

3.1 Officers who have been consulted are Public Realm Manager, Finance and Procurement.

## 4.0 Options and Options Analysis (including risk assessment)

|               | <b>Option 1:</b> Tender a contract to supply the following services clean and maintain public conveniences, including coin collection   | <b>Option 2:</b> Do not tender a contract to supply the following services clean and maintain public conveniences, including coin collection |
|---------------|---|--|
| Advantages    | Secure a competitive price for the supply of services.<br>Well maintained public conveniences inline with contract required<br>Signing a longer agreement could offer more competitive prices for a longer contract<br>Reduce officer workload in terms of tendering contract more frequently | Unable to challenge any SLA or contract agreement already in place leading to unsatisfactory toilet provision                                |
| Disadvantages | If not happy with supplier of goods tied into a long term contract  |  |
| Risks         | Fail to secure a supplier   | Continue with the current arrangement and breach contract procedure rules  |

## 5.0 Officer Preferred Option (and comments)

Officers preferred option is option 1 as this will result in the procurement of a public conveniences cleaning and maintenance contract that is not in place at the moment.

## 6.0 Conclusion

6.1 It is necessary to tender this contract to significantly improve the districts public conveniences, leading to a cleaner, more attractive and environmentally sustainable district.

**RELATIONSHIP TO POLICY FRAMEWORK**

Aligns with the council's policy framework.

**CONCLUSION OF IMPACT ASSESSMENT**

**(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)**

Providing public toilets is not a statutory function. However, not offering this could have an impact on the community that they serve.

**LEGAL IMPLICATIONS**

Legal Services will be able to advise on the appropriate form of contract for the tender and to deal with any post award formalities in relation to the same.

**FINANCIAL IMPLICATIONS**

The draft revenue budget for 2025/26 includes budgetary provision for the award of this contract. Should this amount not be sufficient (or conversely in excess) then a further operational adjustment will be made to the net financial position of the general fund and fed into the budget process as appropriate.

By tendering this contract, we position ourselves to secure more advantageous agreements, which in turn leads to a better service.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

Potential TUPE

**Information Services:**

None.

**Property:**

**Open Spaces:**

**SECTION 151 OFFICER'S COMMENTS**

The Section 151 Officer has been consulted and has no further comments to add

**MONITORING OFFICER'S COMMENTS**

The Contract Procedure Rules require member delegated authority to the Chief Executive to commence procurements of this size

**BACKGROUND PAPERS**

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