

# AGENDA

## RECORD OF OFFICER DECISION MEETING

Date: Wednesday, 27 January 2016

Time: 10.00 am

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

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| 1. Extension of the existing contract for Environmental Permitting Inspections | 1 - 2 |

Decision made by the Corporate Services Director.

**Issued on Wednesday, 27 January 2016**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330.**

Corporate Services Director, Swale Borough Council,  
Swale House, East Street, Sittingbourne, Kent, ME10 3HT

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# Agenda Item 1

## RECORD OF OFFICER DECISION

<p>This form must be completed by or on behalf of the relevant Officer immediately <b>after</b> any decision has been made. Please send to the Proper Officer for publication in accordance with the Council's Constitution.</p>	
<b>NAME OF OFFICER MAKING DECISION (INCLUDING JOB TITLE) AND THE DECISION BEING MADE</b>	<p>Mark Radford Corporate Services Director Swale Borough Council The decision is the continuation of the existing contract with MCAL for one year.</p>
<b>TITLE OF REPORT</b>	<p>Extension of the existing contract for Environmental Permitting Inspections</p>
<b>DATE OF DECISION WAS TAKEN</b>	<p>27 January 2016</p>
<b>SUMMARY OF REASONS FOR DECISION</b>	<p>The environmental permitting contract is a one year contract to prepare for the return of the work in house in 2016.</p> <p>The contractor is an experienced and recognised national trainer in pollution prevention processes. He is capable of and agreeable to training our in house officers to enable them to do this work in the future.</p> <p>The Council's contract standing orders were followed in that the overall cost of this contract is below £14,999 and guidance was sought from procurement team. The contract includes inspections for both Swale and Tunbridge Wells during 2015/16. It is anticipated that this could save money for the Council in paying a contractor by utilising existing employees to do inspections from 2016 not just in Swale but also in Mid Kent Councils.</p>
<b>BACKGROUND</b>	<p>Under the Environmental Permitting (England and Wales) Regulations 2010, local authorities must regulate certain types of factory and other activities such as dry cleaners. This is to reduce any pollution they may cause and, in particular, to help improve air quality. Businesses which operate these premises must have a permit.</p> <p>These premises are known as "installations". Some are called 'Part B', and local authorities can only deal with air pollution from them. Many different sorts of pollution are controlled at 'Part A2' installations. The Part B regime is known as Local Air Pollution Prevention and Control (LAPPC), and the A2 regime as Local Authority Industrial Pollution Prevention and Control (LA-IPPC).</p> <p>Councils have a statutory duty under the Environmental Permitting (England and Wales) Regulations 2010 to inspect industrial premises to protect the health of residents living in Swale. Ring fenced fees are set annually by Defra to cover most of the cost of the service. These are chargeable to the businesses which need to be inspected. In Swale this work has been carried out by specialist consultants on behalf of the Council for over a decade. Periodically this work has been re- tendered. The latest contract awarded in 2012 was extended for a year. During the initial year of the MKIP process the options for whether this service could be brought in house were investigated. The Scheme of Delegation and the specific delegation</p>

	No.29 applies to this declaration.
<b>DETAILS OF ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>	<p><i>The following options were considered:</i></p> <ol style="list-style-type: none"> <li>1. Continuing with the current practice of tendering and outsourcing the inspections to a contractor.</li> <li>2. Outsourcing some of the inspections and doing some using in house staff</li> <li>3. Bringing the entire inspection service in house</li> </ol>
<b>DETAILS OF ANY CONSULTATION UNDERTAKEN</b>	Internal staff were consulted
<b>DETAILS OF ANY CONFLICTS OF INTERESTS</b>	None
<b>CONTACT FOR ENQUIRIES/FURTHER INFORMATION</b>	Environmental Protection Team , Mid Kent Shared Service Environmental Health
A copy of this Notice will be published on the Council's website ( <a href="http://www.swale.gov.uk">http://www.swale.gov.uk</a> )	

*Please complete this form electronically and forward to the PA to the Corporate Services Director (on behalf of the Proper Officer).*