

EXECUTIVE DECISION

made by a Council Officer



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD04 25/26

Decision	
1	Title of decision: Contract Award: Procurement of containers and distribution to households
2	Decision maker: Andy Sharp (Interim Service Director for Street Services)
3	Report author and contact details: Rachel Hawadi (Senior Project Manager) E: Rachel.hawadi@plymouth.gov.uk T: 01752 307016
4a	Decision to be taken: <ol style="list-style-type: none"> To award the contract for the provision of 126,000 seven litre internal kitchen caddies, with an estimated annual replenishment of 13,000 units, alongside 103,000 twenty-three litre external kerbside caddies, with an annual top-up of 11,000 units, to IPL Plastics (UK), to facilitate the Council's city-wide food waste collection service, set for implementation by 1st April 2026. To award the contract to IPL Plastics (UK) to distribute internal and kerbside caddies to non-flatted properties. <p>The total potential contract value is £932,900.00.</p>
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: Decision - L30 24/25 - Food Waste Collection Service Vehicles and Containers - Modern Council .
5	Reasons for decision: <ol style="list-style-type: none"> The project is delivering what will become a statutory service from 1st of April 2026. The project has spent a significant amount of time in the tendering and evaluation to ensure that the right supplier was selected who could commit to the statutory deadline and that Value for money was secured for the Council. This has created a risk that the estimated delivery time may not align with the statutory deadline. There is a further logistical risk (further down the timeline) due to the fact that an estimated 50% of Waste Collection Authorities are procuring caddies from the same suppliers at the same time. A delay caused by market saturation could impact the Council's delivery schedule. A delay in making the decision could mean missing the deadline which presents a reputational risk for the Council and missing the opportunities to increase the Council's recycling rate and making a tangible and quantitative impact towards the objectives of the Plymouth Net Zero Action Plan.
6	Alternative options considered and rejected: <ol style="list-style-type: none"> Procuring containers with other Waste Collection Authorities using WRAP's joint procurement strategy. In order to benefit from the programme the Council and other members of the

scheme would have to take advantage of “economies of scale” which would have meant that the Council and partners would have to agree on the exact same colours and sizes for the caddies. After an exploration period with potential partners this option was rejected because the colour schemes and sizes would have conflicted with existing refuse colour schemes within the Council.

2. Procure existing/unused second-hand containers from other Waste Collection Authorities. This option has been rejected because the potential supplier did not have an adequate supply of caddies to cover the Council’s requirements. There is however, the option to procure these in the future in the event that the Council requires small numbers of replacement bins.

7 Financial implications and risks:

The award of contract is to the supplier IPL Plastics (UK) Ltd as follows:

£ 787,500 - Actual Value, where price is fixed

- £ 138,600 (126,000 7L Kitchen Caddies)-Capital Cost from Phase 1 of the Business Case
- £ 339,900 (103,000 23L Kerbside Caddies)- Capital Cost from Phase 1 of the Business Case
- £ 309,000 (103,000 7L Kitchen, and 23L Kerbside Caddies delivered to Households) Revenue Cost from Transitional Funding FY 2025/26

£ 72,700 – Maximum Variable Value, for Annual Caddy top up’s

- £ 22,100 (up to 11,000 7L Kerbside Caddies for 2027) Capital Cost from Phase 1 of the Business Case
- £ 50,600 (up to 11,000 23L Kerbside Caddies for 2027) Capital Cost from Phase 1 of the Business Case

£ 72,700 – Maximum Variable Value, for Annual Caddy top up’s

- £ 22,100 (up to 11,000 7L Kerbside Caddies for 2028, if option to extend taken) Capital Cost from Phase 1 of the Business Case
- £ 50,600 (up to 11,000 23L Kerbside Caddies for 2028, if option to extend taken) Capital Cost from Phase 1 of the Business Case

£ 932,900 – Potential Total Contract Value

The Contract also includes provision for the supply of spare components (such as handles, lids, and caddy bodies), should the Council require them during the contract term. However, the quantity of these items is currently unquantifiable.

The total capital cost for containers for the award of contract is **£623,900.00**

Defra’s provision for all the containers was as follows:

Kitchen Caddies	£243,062.00
Kerbside Caddies	£491,955.00
Communal bins	£81,257.00
	£816,274.00

The award of contract for the containers is underbudget by **£192,374.00** of the capital costs because of the due diligence taken to obtain Value for Money for the procurement of caddies and additionally by repurposing existing garden waste bins for the Communal bins.

Furthermore the award of contract is for **£309,000** for the supplier to distribute internal and kerbside caddies to non-flatted properties. Defra has made a provision for **£323,013.52** for the distribution of containers in the Transitional (revenue) funding for 2025/26. The Council will distribute some of the remaining internal caddies and communal bins to flats in collaboration with Housing providers who may prefer to take ownership for the delivery to their residents. The distribution saving in revenue costs at this stage is **£14,013.52**.

<p>There remains additional phase 3 New Burdens funding from Defra to support the running of the new food waste collection service which had not yet been released at the time of requesting the approval of this decision. The New Burdens funding does not directly impact the decision.</p> <p>Financial: Defra has funded £1,941,574.00 Capital in the 2024/25 Financial Year budget and allocated £243,062 for the 7 Litre internal caddies and £491,955 for the 23 Litre kerbside caddies. This funding was approved in L30 24/25 - Food Waste Collection Service Vehicles and Containers - Phase I Business Case for the procurement of vehicles and containers.</p> <p>The £309,000 revenue delivery cost is forecast to be met from within Defra transitional funding, already received by PCC. In a letter to the Chief Executive dated 4 March 2025 (Reference GD No 31 7654) Defra provided £323,013.52 as part of the " Transitional resource grant to support the delivery of weekly food waste collections" revenue fund for the distribution of the caddies to all households.</p> <p>There remains additional phase 3 New Burdens funding from Defra to support the running of the new food waste collection service which had not yet been released at the time of writing this document.</p> <p>Risks:</p> <ul style="list-style-type: none">• Missing the deadline: Because of long manufacturing timelines.• Escalating Costs/Availability of Assets: Because a large number of Waste Collection Authorities are also procuring vehicles and caddies at the same time from a limited supply market which is likely to result in price increases over time.• Low public appetite for participation: this will be mitigated in measures set out in the public engagement and behavioural change programme.				
8	Legal Implications and risks: None arising from this report.			
9a	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million , annually
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
9b	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/A		
10	Please specify how this decision is linked to the Council’s corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The approval will expedite the implementation of a food waste service within the legislative deadline. This helps deliver the Council’s Mission to “Making Plymouth a fairer, greener city where everyone does their bit” by ensuring that Plymouth residents participate in transferring food waste from residual waste. This means minimising potential greenhouse gases from food waste going into the		

		<p>atmosphere.</p> <p>The approval of this decision supports the Council's measurable commitment to the priority to be "Making Plymouth a fairer, greener city, where everyone does their bit" as it will increase the recycling rate. Food waste will be transferred from the Energy for Waste stream to processing in an Anaerobic Digestion facility where bio renewable energy is produced.</p> <p>Food waste contributes to 8-10% of the greenhouse gases in the atmosphere. A food waste collection service will contribute to the Net Zero Action Plan by intentionally sequestering food waste and processing it anaerobically to remove fugitive gases that contribute to climate change. Furthermore, the project will contribute to creating a circular economy by producing bio renewable energy which goes back to the National Grid.</p>
I I	Please specify any direct environmental implications of the decision (carbon impact)	<p>The project has the environmental benefit of reducing the impact of greenhouse gases from the atmosphere and aligning with Plymouth's commitment to the Net Zero Action Plan. At this time there is an unavoidable disbenefit of using fossil fuel dependent vehicles and an increase in the city's "plastic footprint." It will be imperative that a robust public education programme is adopted to increase the number of residents participating in the scheme and to reduce the number of unused caddies.</p>


Urgent decisions

I 2a	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	x	(If no, go to section I 3a)
I 2b	Reason for urgency:			
I 2c	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

Consultation

I 3a	Which Cabinet Member's portfolio does this decision relate to?	Councillor Tom Briars-Delve (Cabinet Member for Environment and Climate Change)		
I 3b	Date Cabinet Member consulted	05/08/2025		
I 3c	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section I 4)

I3d	Which other Cabinet member's portfolio is affected by the decision?	N/A		
I3e	Date other Cabinet member(s) consulted	N/A		
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
I5	Which Corporate Management Team member has been consulted?	Name		Glenn Caplin-Grey
		Job title		Strategic Director for Growth
		Date consulted		18 July 2025
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	JS23 25/26	
		Finance (mandatory)	ITG.25.26.046.	
		Legal (mandatory)	LS/00001312/1/AC/25/7/25	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)	PW/PS/794/ED/0825	
Appendices				
I7	Ref.	Title of appendix		
	A	Briefing report for publication		
	B	Equalities Impact Assessment		
	C	Climate Impact Assessment		
Confidential/exempt information				
I8a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in I8b below.
		No		
		Exemption Paragraph Number		

		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Procurement Decision Record			x				
Background Papers								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Council Officer Signature								
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>							
Signature				Date of decision		11 August 2025		
Print Name		Andy Sharp, Interim Service Director for Street Services						