

## DECISIONS DELEGATED TO OFFICERS

<b>Decision title:</b>	Award of single catering contract for Oxford Town Hall
<b>Decision date:</b>	2 August 2021
<b>Source of delegation:</b>	Constitution Part 4.4: All executive functions except the ones in Part 4.5, 4.6, and 4.7 are delegated to the officers in the senior management structure.
<b>What decision was made?</b>	To award the contract to Elegant Cuisine for the provision of the Town Hall Café and events catering following a competitive tender exercise.
<b>Purpose:</b>	<p>A sole caterer to provide both the event catering and café provision, which would assist targeting wider audiences and develop our product in current and new markets. A sole caterer will:</p> <ol style="list-style-type: none"> <li>1. Bring our product in line with our competitors to make an attractive commercial offer</li> <li>2. Enable income recovery from the pandemic and generate extra income as budgeted</li> <li>3. Launch an improved product &amp; service offering, to ensure our place in the market is appropriate to potential clients we wish to target</li> <li>4. Streamline the customer journey and improve the service we offer to our clients</li> <li>5. Improve the wider visitor experience to the Town Hall to tie in with the Museum opening in 2021</li> </ol>
<b>Reasons:</b>	Elegant Cuisine was assessed as being the most economically advantageous supplier based on cost and quality following a procurement process undertaken in line with the Council's Constitution and Public Procurement Regulations.
<b>Decision made by:</b>	<p>Decision taken by Nigel Kennedy, Head of Financial Services</p> <p>Decision taken in consultation with Susan Sale, Head of Law and Governance</p>
<b>Other options considered:</b>	To maintain separate café provision and event catering – not preferred. With the café contract expiring in July 2021 and the new museum coming on line later in 2021 this was a perfect opportunity to review catering provision and move to a single catering contract, which has a number of benefits for the Council and service users.
<b>Documents considered:</b>	Award of contract report
<b>Key or Not Key:</b>	Not key
<b>Wards significantly affected:</b>	None
<b>Declared conflict of interest:</b>	None

<b>This form was completed by:</b> <b>Name &amp; title:</b> <b>Date:</b>	Andrew Brown Committee and Member Services Manager 30 July 2021
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### Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
<b>Senior officer(s)</b>	Ian Brooke, Head of Community Services	2 August 2021
<b>Head of Financial Services if</b>	 Nigel Kennedy, Head of Financial Services	2 August 2021
<b>Head of Law and Governance if</b>	 Susan Sale, Head of Law and Governance	29 July 2021