



RECORD OF OFFICER DECISION

Date: Wednesday, 18 March 2026

Time: 4.00 pm

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1. Provision of Minor Maintenance and Cleansing of Public Conveniences Contract Award	3 - 4

Record of decision taken by the Director of Resources and the Head of Legal Partnership - Mid Kent Legal Services.

Issued on Wednesday, 18 March 2026

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**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Agenda Item 1

RECORD OF OFFICER DECISION

This form must be completed by or on behalf of the relevant Officer immediately after any decision has been made. Please send to the Proper Officer for publication in accordance with the Council's Constitution.	
NAME OF OFFICER MAKING DECISION	Lisa Fillery (Director of Resources) and Claudette Valmond (Head of Legal Partnership - Mid Kent Legal Services).
SUBJECT OF DECISION BEING MADE BY OFFICER	Provision of Minor Maintenance and Cleansing of Public Conveniences Contract Award.
SUMMARY OF OFFICER DECISION AND REASON FOR THAT DECISION	To approve the appointment of Company H for the Provision of Minor Maintenance and Cleansing of Public Conveniences Contract. The new contract will start on 1 st April 2026. Council Officers carried out a one stage tender process based on the most advantageous tender (MAT) which was evaluated on 60% price and 40% quality. Company H submitted the winning bid. At Environment Services and Climate Change Committee on 14th January (item 654), Members agreed to delegate authority to the Section 151 Officer and Head of Legal to award the contract.
DATE OF OFFICER DECISION	17/03/26
DETAILS OF ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	Do not award a contract. This will prevent public conveniences from being opened, closed or maintained from 1st April 2026 and it is effectively a decision to close all public conveniences in Swale as they could not be managed sufficiently without such measures in place. Award to a different bidder - Company H provided the Most Advantageous tender (MAT), therefore awarding to a less favourable bidder (or a non-compliant bid) would not comply with procurement policy and would very likely attract a challenge from the first placed bidder.
DETAILS OF ANY CONSULTATION UNDERTAKEN	Public consultations took place in 2025 regarding public conveniences provision. Pre- marketing exercises also took place with industry providers. The opportunity was advertised on the business portal for all service providers to submit bids.
DETAILS OF ANY CONFLICTS OF INTERESTS	None
CONTACT FOR ENQUIRIES/FURTHER INFORMATION	Alister Andrews, Environment Services Manager
DELEGATING COMMITTEE OR INDIVIDUAL	https://services.swale.gov.uk/meetings/ieListDocuments.aspx?Cld=356&Mld=4425 At the Environment Services and Climate Change Committee on 14th Jan 2026, members agreed to delegate authority to the Sec 151 Officer and Head of Legal to award the contract (item 654).

TITLE OF REPORT TO COMMITTEE	Provision of Minor Maintenance and Cleansing of Public Conveniences Contract.
DECISION/RECOMMENDATION MADE BY COMMITTEE	<i>'That delegated authority be given to the Section 151 Officer and Head of Legal to award the contract to the winning bid which was a 5 + 1 year contract'</i>
DATE OF COMMITTEE DECISION	14/01/26
A copy of this Notice will be published on the Council's website	