

DECISION NO: PCCG-2013-126	
<u>OFFICE OF POLICE & CRIME COMMISSIONER</u>	
TITLE:	Disposal and Destruction of Protectively Marked Waste
DATE:	22 November 2013
TIMING:	As soon as possible
PURPOSE:	For approval
1.	<u>RECOMMENDATION</u>
1.1	The purpose of this report is to seek approval to award a twelve (12) month contract to Shred-It for "on-site" shredding, from 1 January 2014 to 31 December 2014, under the current framework agreement for the Provision of Protectively Marked Waste. In accordance with paragraph 20 of the Manual of Governance.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	On 17 December 2009 Gwent Police awarded a framework agreement for the provision of disposal and destructively marked waste. The framework commenced on 1 January 2010 for a period of four years.
2.2	The main requirement for this framework agreement is to ensure that protectively marked waste (restricted, confidential, secret and top secret), is disposed of in a way that would minimise risk to Gwent Police.
2.3	The framework is available to all South West and (southern) Wales Police Forces as primary customers and to all other Police and Emergency Services as secondary customers. Gwent Police acted as contract lead.
2.4	The framework agreement was awarded in accordance with E.U. Directives and Gwent Police Standing Orders Pt2—Contracts Item 5 (normal tendering procedures). The award criteria used for the tendering process were Most Economically Advantageous Tender (MEAT).
3.	<u>ISSUES FOR CONSIDERATION</u>
3.1	The Head of Estates and Facilities has confirmed that the service is still required for the next twelve months. The 12 month contract will ensure continued service provision whilst a tendering process for a new framework is undertaken.
4.	<u>NEXT STEPS</u>
4.1	On approval of the report, contract documents will be issued to Shred-It for signature and return to the Commissioner.
5.	<u>FINANCIAL CONSIDERATIONS</u>
5.1	The value of the contract from October 2012 until October 2013 was £48,538. In April 2013 the framework costs were re-negotiated in April 2013 resulting in a £3,632 per annum saving for Gwent.

5.2	Shred-It has confirmed that they agree to a twelve month contract at the framework prices.
6.	<u>PERSONNEL CONSIDERATIONS</u>
6.1	There are no personnel implications.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	This report has been submitted in line with the EU Directives and the Manual of Governance.
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
8.1	This project/proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Scheme and has been assessed not to discriminate against any particular group.
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
9.	<u>RISK</u>
9.1	The award of this contract will eliminate risk in the destruction of protectively marked waste and thereby provide security in-line with national standards.
10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report by the Commissioner, this document will be made available to the Public.
11.	<u>CONTACT OFFICER</u>
11.1	Paula Corfield, Interim Head of Procurement.
12.	<u>ANNEXES</u>
12.1	None.

For OPCC use only

Office of the Chief Constable	
I confirm that Disposal and Destruction of Protectively Marked Waste report has been discussed and approved at a formal Chief Officers' meeting. It is now forwarded to the OPCC for approval.	
Signature: 	
Date: 3 December 2013	
	Tick to confirm (if applicable)
Financial The Chief Finance Officer has been consulted on this proposal.	✓
OPCC (insert name) The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
Legal The legal team have been consulted on this proposal.	N/A
Equalities The Equalities Officer has been consulted on this proposal.	N/A
Chief Executive/ Deputy Chief Executive: I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.	
Signature: 	
Date: 13/12/13	
Police and Crime Commissioner for Gwent I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. The above request has my approval.	
Signature: 	
Date: 18/12/13.	

