



NOTICE UNDER RULE 12 – OF THE ACCESS TO INFORMATION PROCEDURE RULES URGENT KEY DECISION NOT INCLUDED ON KEY DECISION PLAN

FROM: Assistant Director – Governance (being the Proper Officer for the purposes of this notice)

TO: Chairman, [Performance Monitoring Panel]

MATTER TO WHICH THIS NOTICE RELATES:

Proposed key decision:- **Food Waste Caddies -
To approve the placing of an order for the purchase of food waste caddies.**

NOTICE IS HEREBY GIVEN THAT:

The Assistant Director - Neighbourhoods intends to make a key decision in respect of the above matter under Rule 12 of the Access to Information Procedure Rules.

Normally any proposal to make a key decision must be published on the Council's Key Decision Plan, and at least 28 days must then pass before the key decision can be made. In this instance the key decision has not been included on any published Key Decision Plan, and there is insufficient time to do so. It would then normally be necessary, where practicable, to comply instead with Rule 12, of the Access to Information Procedure Rules. Rule 12 allows a key decision to be made, which has not been published on a Key Decision Plan, provided a notice is instead published advising that a key decision will be made once at least 5 clear days have passed since publication of the notice.

The decision, the subject of this notice, is required urgently, and cannot wait until at least 28 clear days have passed following publication of a Key Decision Plan because a procurement exercise has been undertaken across Lincolnshire for the supply of street caddies and kitchen caddies, ahead of the mandatory food waste collections required for all residents in 2026. The lowest tender has been reviewed by SELCP's PSPS procurement team, and they have confirmed that they are unable to find a lower cost alternative. The supplier has guaranteed the price for the caddies until the end of December 2024 and requires all Lincolnshire collection authorities to place an order to ensure efficiencies of scale. Due to the Christmas period, purchase orders for the caddies need to be placed by the 20th December 2024.

In accordance with Rule 12 of the Access to Information Procedure Rules:

- the decision cannot be made until 5 clear days have elapsed following publication of this notice; and
- as the decision is urgent, the call-in procedure will not apply and the decision will take effect immediately it is made.

This notice is published on 11 December 2024.