

# Formalising arrangements for Bring Sites

Historically, many bring sites have operated without formal arrangements or contracts, which can pose a risk for both the local authority and the organisation providing the service. Having a contract in place can help ensure services are delivered effectively – as long as the contract is clear and well monitored.

This sheet summarises the key considerations in putting together a contract, and the risks associated with having no formal arrangement in place.



**Procurement of services** by local authorities is covered by the EU procurement rules. If the total value of a contract is expected to exceed the set financial threshold, then the contract must be opened to competition across the EU. You should allow adequate time for the procurement process as set out by the EU rules. Be aware that procurement under the EU procedures and tender requirements could potentially deter/exclude some third sector organisations; consider the type of contract and contractor you wish to engage before beginning the procurement process.

**Developing the service specification** is a critical part of the procurement process. It involves setting out exactly what services you require – which then forms an integral part of the tender documents. When developing a specification for bring services, issues to consider include:

- the number of materials to be collected;
- the potential quantities that may be collected and how this may change over time;
- who will 'own' the material collected and gain any revenue from its sale;
- who will provide and own the containers, and what types of container are required;
- frequency of servicing and site cleaning;
- whether bring services should be included as part of an overall recycling contract (i.e. an integrated contract that also includes kerbside collection services, or a joint contract with neighbouring authorities); and
- reporting requirements.

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All of these will affect the capital and revenue elements of the contract and the ability of potential organisations to bid for the work.

Working with other organisations can have implications for the quality and delivery of bring services and, without formal arrangements in place, the ability to rectify issues may be limited. Potential issues may depend on the nature of the relationship with an organisation: where sites are located on private land, for instance, are there formal agreements with the landowners regarding fly-tipping and site cleaning? Where the management and servicing of bring sites is contracted out, responsibilities need to be clearly defined, around issues such as the servicing regime and the contractor's role in site cleaning, selection of containers and health & safety.

**Contract monitoring** plays a vital role in understanding the performance of bring sites and of individual contractors. Local authorities need information on the performance of all sites under a contract to enable them to calculate any performance-related payments, identify performance or contractual issues and optimise bring site provision.

**Provision for making changes to the service** should be built into the contract wherever possible. For example, contract terms may include set costs or cost bands for the provision and servicing of additional containers / materials at individual sites and the inclusion of new sites within the network. When reviewing the service, and considering changes, contract implications need to be taken into account as part of any cost and benefit assessment.