

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
<p>(1) Topic (one sentence description of the decision being sought)</p> <p>(2) Who will take decision</p> <p>(3) Give date or period within which decision is to be taken</p> <p>(4) Directorate contact (include e-mail and telephone)</p>	<p>(5) Principal Groups/Organisations to be consulted before decision is made</p> <p>(6) Method of consultation (external only [if applicable])</p>	<p>(7) Name of person(s) to whom representations can be made (e-mail/telephone)</p> <p>(8) When should they be made by (closing date)</p>	<p>(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision</p> <p>(10) Is this information unrestricted or exempt?</p> <p>(11) Date first entered in Notice</p>
<p>KEY 27/21/22</p> <p>(1) To award the new contract for cleaning of the Council Offices, Whitfield</p> <p>(2) Cabinet</p> <p>(3) 17 January 2022</p> <p>(4) Foronda Smith, Principal Facilities Management Officer - foronda.smith@dover.gov.uk; 01304 872234</p>	<p>(5) Not Applicable.</p> <p>(6) Not Applicable.</p>	<p>(7) Foronda Smith, Principal Facilities Management Officer - foronda.smith@dover.gov.uk; 01304 872234</p> <p>(8) 6 January 2022</p>	<p>(9) Cabinet report of 17 January 2022</p> <p>(10) Exempt</p> <p>(11) 10 December 2021</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The current cleaning contract with KGB for cleaning the Council Offices, Whitfield is due to expire on 31 March 2022. The Council therefore needs to let a new contract for the provision of this service to ensure safe and continual operation of the Council's offices.</p>			
<p>Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)</p> <p>Decision required for operational reasons in time to let new contract before 31 March 2021 to avoid a break in service.</p>			