

OFFICER DECISION RECORD

For the issues listed below please also complete the relevant annex

Annex 2 - Restructures

Annex 3 - New Capital schemes including leases or changes to existing to schemes

Annex 4 – Approval to draw down Capital allocation

Decision Ref. No:

RE17 0075

Box 1

DIRECTORATE: Regeneration and Environment

DATE:

Contact Name: Michael Hepple

Tel. No.: 736810

Subject Matter: Fleet Replacement

Box 2

DECISION TAKEN:

To procure 16 vehicles identified in 2017/18 Fleet Replacement Program with budget left over from the 2015/16 programme. Two existing frameworks, Crown Commercial Services (CCS) for 14 vehicles and The Procurement Partnership Limited (TPPL) for 2 vehicles, will be utilised to purchase the vehicles.

Box 3

REASON FOR THE DECISION:

The 2014/2015 fleet replacement programme was approved at Cabinet on 16 July 2014.

There are 16 vehicles identified which have now reached the criteria for replacement by virtue of their age and mileage, as set out in the agreed replacement strategy. In order to minimise costs, user departments have been consulted and challenged over the need and specification for any replacements.

The pre order estimate for the spend is £552,000.

Box 4**OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:****Fleet Replacement****Option 1**

Order the vehicles now to replace the vehicles as soon as possible to reduce the risk and impact on service delivery.

Option 2

Do nothing with a potential risk of reduction in front line service efficiency and additional repair costs.

Option 3

Do nothing at this stage and replace the vehicles later

Recommendation

To progress option 1, replacing the vehicles as a matter of urgency. This will provide user departments with much needed new and more suitable vehicles. It will improve service delivery and reduce the repair and maintenance costs.

Box 5**LEGAL IMPLICATIONS:**

Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives the Council the power to purchase goods and services.

The report author has advised that the appointment will be made using the Crown Commercial Services (CCS) and The Procurement Partnership Limited (TPPL) frameworks. Frameworks are arrangements set up in accordance with EU procurement rules, which will allow the Council to purchase the services without the need to run a separate tender. This Council must be named clearly in the official journal of the European Union advert as being one of the contracting authorities calling for competition when setting up the framework and therefore it may access the framework

The Council must adhere to strict compliance with the rules of the CCS and TPPL framework if this procurement is to be compliant with EU Regulations.

Following contract signature, the project manager should be completely familiar with the contractual terms in order to protect the interests of the Council and enforce any terms as and when necessary

Name: Nicky Dobson Signature: _____ Date: 11th May 2017
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6**FINANCIAL IMPLICATIONS:**

The Vehicle Replacement Programme was approved by Cabinet on the 16th July, 2014, and allocated £4.89m to the Regeneration and Environment Capital Programme for vehicle replacement.

	£'000
Capital IMF allocation per cabinet report	4,886
Total Capital Spend to 31/03/17	4,003
Remaining Allocation	884
Committed Allocation	293
Available Allocation	591

There are 16 vehicles that have been identified as requiring replacement in the fifth tranche of this scheme at an estimated cost of £495k, which is within the available remaining allocation.

The borrowing costs will be funded from the remaining leasing budget within Fleet Transports revenue budget. Any receipts that relate to the disposal of these vehicles will contribute towards the auction income target within Fleet Transport, with any overachievement being used to offset borrowing costs.

One of the vehicles is requiring replacement due to its theft and any insurance settlement received will be used as a contribution towards the borrowing costs.

Name: Lisa Sullivan **Signature:** by email

Date: 16th May, 2017

Box 7**HUMAN RESOURCE IMPLICATIONS:**

There are no HR implications.

Name: David Knapp

Signature:

Date: 11/05/17

Signature of Assistant Director of Human Resources and Communications(or representative)

Box 8**PROCUREMENT IMPLICATIONS:**

As outlined it is the authors intention to utilise existing framework agreement for the procurement of fleet & associated equipment.

The frameworks (TPPL & CCS) have been procured in line with EU procurement legislation and provide a compliant route to market.

It is to be noted the lead times associated with procuring such equipment to facilitate the build of vehicles to the Councils specification – this will need to be considered when preparing appropriate implementation and training on such equipment.

Name: S Duffield Signature: Date: 12/05/17

Signature of Assistant Director of Finance & Performance (or representative)

Box 9**RISK IMPLICATIONS:**

To be completed by the report author

RISK IMPLICATIONS:

LIKELIHOOD	5	<u>5</u>	<u>10</u>	<u>15</u>	<u>20</u>	<u>25</u>
	4	<u>4</u>	<u>8</u>	<u>12</u>	<u>16</u>	<u>20</u>
	3	<u>3</u>	<u>6</u>	<u>9</u>	<u>12</u>	<u>15</u>
	2	<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u>	<u>10</u>
	1	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
		1	2	3	4	5
		IMPACT				

Risk: These vehicles that are now working beyond their effective and efficient lifecycle and will deteriorate to the point that service delivery and efficiency are affected even more that is currently the case.

Mitigation: replacement will take out those vehicles most at risk replacing them with new vehicles that are far less likely to breakdown or be off road due to repair requirements.

Box 10

EQUALITY IMPLICATIONS:

No equality implications

Name: Michael Hepple Signature: Date:
(Report author)

Box 11

CONSULTATION

Officers

(In addition to Finance, Legal and Human Resource implications and Procurement implications where necessary, please list below any other teams consulted on this decision, together with their comments)

Heads of Service and Service Managers of the teams the vehicles are for

Members

Under the Scheme of delegation, officers are responsible for day to day operational matters as well as implementing decisions that have been taken by Council, Cabinet, Committee or individual Cabinet members. Further consultation with members is not ordinarily required. However, where an ODR relates to a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member before exercising the delegated powers. In appropriate cases, officers will also need to consult with the Chair of Council, Committee Chairs or the Chair of an Overview and Scrutiny Panel as required. Officers shall also ensure that local Members are kept informed of matters affecting their Wards.

Please list any comments from members below

Box 12

INFORMATION NOT FOR PUBLICATION:

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full, redacting only signatures

Name: Joan L'Amie Signature: Joan L'Amie Date: 22.05.17
Signature of FOI Lead Officer for service area where ODR originates

Box 13

Signed: Dave Wilkinson

Date: 24 May 2017

Dave Wilkinson, Assistant Director Trading Services and Assets

Additional Signature if required for Capital decisions

Signed: _____

Date: _____

- **This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.**
- **A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.**
- **A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's Website.**
- **A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox**