

## 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 0019

### Box 1

**DIRECTORATE: Regeneration and Environment**    **DATE: 08/09/16**

**Contact Name: Jenny Dawson**

**Tel. No.: 736825**

**Subject Matter: Purchase of new item of plant as part of the Highways and Street Scene Modernisation Programme**

### Box 2

#### **DECISION TAKEN:**

To procure additional items of plant from the street scene IMF money.

- Tracked Mobile Elevated Work Platform (MEWP)
- Tractor Trailer – 6.5 tonne capacity
- Quad Bike

### Box 3

#### **REASON FOR THE DECISION:**

This is required to support the Investment and modernisation board approval (supported by Cabinet) for Street Scene and Grounds Maintenance replacement programme and is a part spend of the £2.222m capital allocated for this reason.

Tracked MEWP

This item of plant is required by the tree team to allow the pruning of high trees and support safe working practice whilst working at height by reducing the need to climb.

It would also enable the disposal of a UNIMOG, which is surplus to requirements and is purely being retained for the work platform that is fitted to the vehicle. The Unimog is 13 years old and rising maintenance costs.

The towable tracked MEWP would allow greater access and flexibility as to where the work platform can be used it is transported on a trailer and is much narrower than the Unimog giving greater flexibility. The MEWP can be towed with existing Tree Team vehicles.

This would be procured by utilising the ProContract system to ensure best value is obtained as the estimated value of the MEWP complete with trailer to transport the MEWP is £64,000.

### **Tractor Trailer**

This trailer is required by the grounds team to replace an existing trailer which was scrapped earlier this year due to it being old and beyond economical repair. The trailer will be towed utilising existing Tractors on the fleet.

This will be procured by obtaining 3 quotes as the anticipated cost of the trailers is £4,000.

### **Quad Bike**

A replacement Quad bike is required to replace one stolen January 2017. The quad is required as soon as possible due to weed spraying due to commence.

Recent procurement of quad bikes including spraying equipment and PLG type approval in 2016 cost £9,207. These will be procured by obtaining 3 quotes.

### **Box 4**

#### **OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

##### Option 1

Order the plant now to support effective and efficient land service delivery of the street scene.

##### Option 2

Do nothing - this would have significant impact on the service delivery.

##### Option 3

Hire in plant at additional cost to the authority.

### **Recommendation**

To progress option 1, This will provide user departments with much needed new and more suitable equipment for the tree team reducing the risk associated with climbing and working at heights. The trailer and quad are to replace items of plant that have been stolen or are beyond economic repair and are required to deliver day to day operations.

**Box 5**

**LEGAL IMPLICATIONS:**

**Regulation 7 of The Work at Height Regulations 2005 requires the Council as an employer to ensure that appropriate work equipment is selected for use in work at height.**

**Section 1 of the Localism Act 2011 provides the Council with the general power of competence which allows the Council to do anything with a person may generally do.**

**S111 Local Government Act 1972 states that a local authority shall have power to do any thing (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.**

**As the estimated costs of the equipment fall below EU thresholds, the Public Contract Regulations 2015 do not apply to this procurement. The report author has advised that the Tracked MEWP will be procured through Yortender and the Tractor Trailer and Quad Bike will be procured by obtaining 3 quotes. This is consistent with the Council's Contract Procedure Rules.**

**Formal legally binding contracts for purchase of the equipment will be required to ensure that the Council's interests are protected and Legal Services should be consulted at the earliest opportunity to draft /review the contracts.**

**Name Rebecca Brookes Signature: \_\_\_\_\_ Date: 27<sup>th</sup> January 2017 \_\_\_\_\_  
Signature of Assistant Director of Legal and Democratic Services (or  
representative)**

**Box 6****FINANCIAL IMPLICATIONS:**

The use of £2.22m Investment & Modernisation Funds (IMF) funds was approved by the IMF Board on the 1<sup>st</sup> April, 2015 (supported by Cabinet) to replace vehicle and plant as part of the Street Scene and Ground Maintenance replacement programme.

This replacement programme is included in the Regeneration and Environment Capital Programme.

The Council's Financial Procedure Rules require capital commitments of over £1m to be approved by the Directors of Regeneration & Environment and Finance & Corporate Services in consultation with the Portfolio Holder (Finance & Corporate Services) and it was agreed to facilitate this by batches of purchases being documented and approved using ODRs.

The purchase of the Tracked Mobile Elevated Work Platform (MEWP) with trailer £64.5k, and the Tractor Trailer £4k are additional to the original programme but can be funded through the current uncommitted 2016/17 allocation shown below -

Summary spend so far -

<b>Total approved capital programme</b>	<b>£2,221,692.00</b>
Tranche 1 actual	£1,303,683.00
Tranche 2 actual	£329,830
<b>Uncommitted allocation</b>	<b>£588,179</b>
<i>Profiled to be spent</i>	<i>£88,179 16/17</i>
	<i>£500,000 17/18</i>

The purchase of the Quad Bike (£9.2k less insurance settlement) will also be initially funded through the current uncommitted 2016/17 allocation but the expected insurance settlement will contribute towards the financing of the Quad Bike.

It must be noted that the uncommitted allocation is made up of items that have yet to be ordered and as these purchases are additional to the original approval programme it may result in insufficient funds for the purchase of other vehicle/plant.

**Name:** L Sullivan    **Signature:** by email    **Date:** 25<sup>th</sup> January, 2017

**Box 7**

**HUMAN RESOURCE IMPLICATIONS:**

There are no HR implications.

Name: David Knapp Signature:  Date: 20/01/2017  
Signature of Assistant Director of Human Resources and Communications(or  
representative)

**Box 8**

**PROCUREMENT IMPLICATIONS:**

The anticipated cost for the equipment detailed within the report falls below EU thresholds and therefore to comply with contract procedure rules suitable quotations must be sought, which the author has completed.

The author will also be required to submit suitable award notices to record the procurement procedure and details of the winning supplier.

Name: S Duffield Signature:  Date: 10/02/17  
Signature of Assistant Director of Finance & Performance or representative)

**Box 9**

**RISK IMPLICATIONS:**

**Risk**

1. Failure to fulfil SLA commitments –(All)
2. Working at Heights - ( MEWP)
3. Vehicle breakdown increased maintenance costs ( MEWP – Unimog)
- 4.

**Box 10**

**EQUALITY IMPLICATIONS:**

No equality implications

Name: \_\_Jenny Dawson\_\_\_\_ Signature:  Date: 08/09/16  
(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 and plant 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: 13<sup>th</sup> February 2017**  
**Signature of FOI Lead Officer for service area where ODR originates**

**Box 13**

**Signed: Dave Wilkinson**

**Date: 15 February 2017**

**Dave Wilkinson, Assistant Director Trading Services and Assets**

**Additional Signature if required for Capital decisions**

**Signed: Matt Smith**

**Date: 15 February 2017**

- **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**