

OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

Decision Reference No: RE19 0003

BOX 1**DIRECTORATE:****DATE: 08/01/2019****Contact Name: Jenny Dawson****Tel. No.: 01302 736825****Subject Matter: Purchase of new items of plant as part of the Capital Programme****BOX 2****DECISION TAKEN**

To procure additional items of plant to form the capital programme.

- Stump Grinder
- Chipper
- Little Wonder Lawn Edger pro x 4
- Stand on Mower x 8

BOX 3**REASON FOR THE DECISION**

This is required to support the purchase of new items of plant for the street scene service area which will form the Capital Programme.

- Stump Grinder
- Chipper
- Lawn Edging Machine x 4
- Heavy Duty Stand on commercial mower x 8

The purchase of these items is to replace existing items of plant that are now at the end of their useful life.

The purchase of the 8 stand on mowers will replace 12 traditional ride on mowers allowing further efficiencies to be achieved through having a greater cutting width and will allow access to areas that have a restricted entrance width.

The procurement of these items will be carried out through a mini competition through an existing Frame work or via Pro contract as an open tender and will be funded from reserves accumulated from the sale of plant already disposed of (EV002). The procurement of these items will be approximately £117,800.

These items are outside of the scope of the fleet replacement programme and will be 'self owned' by the service area.

**BOX 4
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

Option 1

Order the plant now to support effective and efficient 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 & grounds maintenance teams. This will allow for greater efficiencies and modern methods of working to be achieved.

**BOX 5
LEGAL IMPLICATIONS**

S111 Local Government Act 1972 provides a local authority with the power to do anything (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.

The 2011 Localism Act introduced the so called "general power of competence" which states that "A local authority has power to do anything that individuals generally may do". As such, the Council has the power to purchase the equipment as set out above.

The procurement of the equipment must be in accordance with the Council's Contract Procedure Rules and the Public Contract Regulations 2015.

Legal Services should be consulted at the earliest opportunity to provide the contractual documentation.

Name: Wahid Khan Signature:

Date: 17-01-19

Signature of Assistant Director of Legal and Democratic Services (or representative)

BOX 6**FINANCIAL IMPLICATIONS:****Capital**

The Council's Financial Procedure Rules state that:-

"B.9 Relevant approval is required before a project can commence or commit to capital spend. New additions to the capital programme are approved in either the annual capital budget setting report or the quarterly monitoring report; which must be followed by a more detailed ODR.

B.10 If approval is required outside these times a project specific report will be needed, approved by CFO and relevant Director, in consultation with the relevant Portfolio Holder, unless key decision rules apply.

These will then be included in the next quarterly monitoring report. With the exception that Council approval is required for new capital projects funded by more than £1,000,000 general uncommitted reserves."

In order to add this project to the capital programme straight away, the approval of the Director of Regeneration & Environment is required.

The cost of the new items of plant will be funded from a revenue contribution (RCCO) from one-off underspends and sale of depleted plant. If the procurement of the items is unable to take place in the current Financial Year 18-19, then a carry forward of the funding will require approval. Alternatively, if the carry forward is not approved, then the costs will be met from the 19-20 Revenue Budget.

Revenue

The purchase of the new plant will be on a self-owned basis by Street scene and is outside the fleet replacement programme. There will be an ongoing charge, from Transport, for insurance and fleet management, for which Street scene will need to fund from within their revenue funding allocation. Any maintenance, outside the normal warranty, will also need to be found within Street scene budgets.

Name: __Tracy Edlin__ **Signature:** **Date:** 27/02/2019

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

BOX 7**OTHER RELEVANT IMPLICATIONS**

N/A

Name: _____ **Signature:** _____ **Date:** _____

Signature of Assistant Director (or representative)

ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.

BOX 8

EQUALITY IMPLICATIONS: (To be completed by the author).

None

This tender will be advertised as an open to tender to ensure all companies can submit their quotations. This will be advertised through Pro Contract so all submissions are secure until the close of tender.

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

The items of plant are required to carry out the requirements of the tree team and to achieve efficiencies in service delivery. Failure to replace the equipment will not allow the efficiencies to be achieved.

BOX 10

CONSULTATION

Street Scene

BOX 11

INFORMATION NOT FOR PUBLICATION

In accordance with the Freedom of Information Act 2000, it is in the public's interest for this decision record to be published in full, redacting only the signatures.

Name: Sarah Greaves **Signature** _____ **Date:** 24/01/19

Signature of FOI Lead Officer for service area where ODR originates

BOX 12

BACKGROUND PAPERS

Please confirm if any Background Papers are included with this ODR **NO**

(If YES please list and submit these with this form)

**BOX 13
AUTHORISATION**

Name: Dave Wilkinson Signature: Date: 06.03.19

Assistant Director of Trading and Property Services

Does this decision require authorisation by the Chief Financial Officer or other Officer

YES/NO

If yes please authorise below:

Name: Matthew Smith Signature: Date: 07.03.19

Chief Executive/Director/Assistant Director of Assets and Property

Consultation with Relevant Member(s)

Name: _____ Signature: _____ Date: _____

Designation _____

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

Declaration of Interest YES/NO

If YES please give details below:

PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at Democratic.Services@doncaster.gov.uk who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.