

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 0004

BOX 1

DIRECTORATE: Regeneration and Environment

DATE: 10/01/2019

Contact Name: Jenny Dawson

Tel. No.: 01302 736825

Subject Matter: Purchase 3 additional small cars to support the delivery of the adults transformation programme

BOX 2**DECISION TAKEN**

To approve the purchase of 3 small cars for Stronger Communities from the Investment & Modernisation Fund.

To add the project to the Regeneration & Environment capital programme, where this scheme will be delivered and monitored.

The Crown Commercial Services (CCS) framework will be used to purchase these vehicles.

BOX 3**REASON FOR THE DECISION**

The additional vehicles are required to support the delivery of the adults transformation programme which focuses on locality working. Following a service review it has been identified that an additional 3 vehicles (1 for each area) are required.

The Communities' Team have recruited additional staff and all vacancies have been filled across the teams.

The teams are working across a large geographical area with an extended theme/service priorities.

There is a need to ensure staff are responsive and proactive as possible out in the areas, currently the teams are faced with not being able to respond to jobs/cases as there isn't a vehicle available or staff are double crewing to respond to calls, which isn't efficient use of resources.

Doncaster has a large geographical area and the teams have moved to multiple staff work bases to ensure best coverage across the areas.

**BOX 4
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

Option 1

Order the additional vehicles to ensure the adult transformation project priorities are met

Option 2

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

Option 3

Utilise pool cars – not always available at short notice and would not allow a responsive service provision. Teams are based out in localities and not at bases where pool cars are available. Additional vehicles would be required in the pool car fleet to meet the additional demand.

Recommendation

To progress option 1, This will provide the user departments with much needed resource to deliver the service priorities.

**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 CCS Framework. 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.

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: 14th January 2019

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

**BOX 6
FINANCIAL IMPLICATIONS:**

The purchase of the 3 small cars is estimated to be [REDACTED], and will be funded by Prudential Borrowing through the Investment and Modernisation Fund (IMF). The scheme will be added to the Regeneration and Environment Capital Programme by moving this amount from the IMF

block allocation in the Corporate Resources Capital Programme (subject to approval of the Chief Financial Officer (CFO), as virements between directorates up to £100k require the approval of the CFO).

The use of Prudential Borrowing to deliver the scheme is within the Prudential Indicators as approved in the Council’s Treasury Management policy. The CFO has delegated powers to make the most appropriate form of borrowing from approved sources.

To meet FPR B10 the ODR1 is required to be authorised by CFO and relevant Director, after consulting the relevant Portfolio Holder. The decision will then be included in the next quarterly monitoring report.

The cars have an average useful life of 8 years and so the borrowing will be repaid over 8 years. The estimated annual charges associated with the borrowing are shown in the table below. These figures include the 0.50% risk premium applied to IMF schemes.

Vehicles over 8 Years	Total Borrowing Costs	2018/19 annual repayment	2019/20 to 2025/26 annual repayment	2026/2027 annual repayment
	£000	£000	£000	£000
Principal	xx	xx	xxx	xxx
Borrowing costs/interest charges	xxx	xx	xxx	xxx
Total Borrowing Costs	xxx	xx	xxx	xxx

These cars are additional to the current fleet and a recharge will be made by Transport to Stronger Communities to recover the cost of the purchases, as well as an element relating to insurance, maintenance etc. Stronger Communities will meet these new charges from within existing revenue budgets (HU016, HT025 & HT026).

Name: Lisa Sullivan **Signature:** **Date:** 17th January, 2019

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

BOX 7

OTHER RELEVANT IMPLICATIONS

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

These vehicles will be procured through the Crown Commercial Services (CCS) framework.

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

The additional vehicles are required to support the delivery of the adults transformation programme, if the additional resources are not procured will lead to delays in casework being attended to and priorities of the adult transformation programme not being met

BOX 10

CONSULTATION

Adults and Communities – Claire Scott

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 with the exception of commercial information contained in box 6 and the redaction of 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: 15.04.2019

Assistant Director Trading and Property Services

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

YES

If yes please authorise below:

Name: S Mawson Signature: Date: 03.05.2019

Chief Executive/Director/Assistant Director of _____

Consultation with Relevant Member(s)

Name: J Blackham Signature: Date: 15.04.2019

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.