

## Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of Strategy and Resources		
<b>Contact person:</b>	Mandy Snaith	Telephone number: 0113 535 0255	
<b>Subject<sup>2</sup>:</b>	Contract extension of DN447029 for Electric Vehicle Charging Infrastructure by 24 months		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call-in etc.)</p> <p>The Chief Officer Civic Enterprise Leeds approved the recommendation to extend the current contract for Electric Vehicle Charging Infrastructure in line with available contract provision for an additional 24 months for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2026 with Blink Charging UK Limited to the estimated value of £55,000 per annum. (Total for 2-year extension estimated at £110,000)</p> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The current contract for Electric Vehicle Charging Infrastructure (DN447029) expires on 31<sup>st</sup> March 2024 with provision for extensions up to two years plus two further years. The current contractor Blink Charging UK Limited was procured using competitive tendering exercise, utilising the approved third party Framework, The Procurement Partnership Ltd (TPPL) therefore this report seeks the approval to extend the contract by 24 months (first extension).</p> <p>The contract allows for an increase of up to the Retail Price Index (RPI), which in January 2024 stood at 4.9% (Appendix 1). The value of this is estimated at £2450.</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list


<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>The extension of this contract will contribute towards the council's Best City Ambition in terms of health and wellbeing by operating vehicles that produce less harmful emissions which can have an adverse effect on health.</p> <p>The estimated contract extension value is £55,000 per annum based on the agreed Schedule of Rates (including 4.9% in line with current RPI) and the extension of the contract is deemed necessary to maintain the provisions. Actual spend may vary depending on the service requirement.</p> <p>There are no specific legal implications arising from this report. All activities relating to the proposed contract have been executed strictly in accordance with the contract.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The option not to extend and retender has been considered. However, based on current costs and the contract working as anticipated, it was best to extend the current contract for 24 months. This will allow the Council to review its procurement strategy regarding the Electric Vehicle Charging Infrastructure services going forward.</p>
<b>Affected wards:</b>	Citywide
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer<sup>5</sup></p> <p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <p>Others</p> <p>Where necessary, legal advice has been sought from the Legal Team within Procurement &amp; Commercial Services (PACS), including the review of contract terms.</p> <p>Consultation and engagement have taken place between the Fleet Services Operations Team, Sustainable Energy &amp; Air Quality team, the Procurement Lead and Legal Team in Procurement &amp; Commercial Services (PACS) and the incumbent contractor Blink Charging UK Limited. All parties were happy to extend the current contract by two years.</p>

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

	Weekly Assurance Meeting colleagues have been consulted for the approval of this report	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Mandy Snaith - Deputy Chief Officer Civic Enterprise Leeds  The implementation of this contract extension is sought and will thus enable notification and implementation before the end of the current contract on 31 <sup>st</sup> March 2024 ensuring provision remains in place through until end of March 2026	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-	
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
<b>Publication of report<sup>8</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Sarah Martin Chief Officer CEL	
	Signature 	Date 27.03.2024

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</sup> See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.