

Delegated Decision Notice (DDN)

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<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
Director¹	Resources		
Contact person:	Andrew Hickford		Telephone number: (07891) 279970
Subject²:	Acceptance of Grant Award from DfT for E-Cargo Bikes		
Decision details³:	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.) Approve the acceptance of the grant offer from the Department for Transport to support delivery of E-Cargo bikes for the sum of £160,000.		
	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) Acceptance of the grant offer will allow the procurement of E-cargo bikes that will be used by LCC services and support transition to zero emission travel by businesses through loan of the vehicles to encourage their uptake.		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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

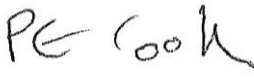
³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>A decision to not accept the grant offer would mean that LCC would not be in a position to procure E-Cargo bikes and would prevent us from utilising these vehicles to decarbonise our operations and reduce our ability to encourage other businesses and organisations to trial and subsequently adopt these as methods of zero emission transport.</p>
Affected wards:	N/a
Details of consultation undertaken⁴:	Executive Member Cllr Hayden
	Ward Councillors N/a
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>The E-Cargo scheme funding is valid until 14 February 2022, as such we need to have committed spend on the E-cargo bikes by that time to successfully draw down the funding following acceptance of the grant offer.</p>
List of Forthcoming Key Decisions⁵	Date Added to List:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s) approval <div style="display: flex; justify-content: space-between;"> Signature Date </div>
Publication of report⁶	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 <div style="display: flex; justify-content: space-between;"> Signature Date </div>

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ⁸ Polly Cook, Chief Officer Sustainable Energy & Air Quality		
	Signature 	Date 26/08/2021	

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.