

## 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>	Key Decision X	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"/> X over1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input 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>	Neil Evans – Director of Resources		
<b>Contact person:</b>	Alex Watson	Telephone number: 07891 276514	
<b>Subject<sup>2</sup>:</b>	To use the ESPO framework contract to select a provider for leasing ULEV (Ultra Low Emission Vehicles) cars to LCC staff		
<b>Decision details<sup>3</sup>:</b>	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.)  The Director of Resources gave approval to call-off the ESPO framework contract to award a contract for leasing ULEV (Ultra Low Emission Vehicles) cars to NHS Fleet solutions.		
	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)  This decision has been taken to enable LCC staff to lease hybrid and electric cars. Through the scheme they will be able to benefit from tax savings which will make these cars more affordable. This will be aimed especially at staff using their own vehicles for work purposes and help the Council to meet its zero-emissions targets. LCC will also make savings as employer NICs and pension contributions are reduced in light of employee leasing payments.		

<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 on Authorised decision maker

A  
Signature

Date

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

If the decision is key and has appeared on relevant dispensation given.

Signature

Date

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

If the decision is key and has appeared on relevant dispensation given.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>This decision follows consideration of various supply options for car leasing. Using the EPSO framework meant LCC did not have to go for a full tendering exercise, but was still able to undertake a mini-competition exercise amongst suppliers on the framework. This allowed for a greater evaluation of what supply arrangement would offer best value.</p>
<b>Affected wards:</b>	None
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member - Resources
	Ward Councillors - N/A
	Chief Digital and Information Officer
	Chief Asset Management and Regeneration Officer
	Others - Trade Unions
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Alex Watson – Contract to start in May 2022</p>
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List: October 2021
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
<b>Publication of report<sup>6</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>

??responsibility for function to which decision relates.

If the decision is key and has appeared on relevant dispensation given.

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

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

<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	Yes X	No
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:		
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> The Director of Resources - Neil Evans		
	Signature  <i>R.N. Evans</i>	Date 04/05/22	

<sup>7</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>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.