

Delegated Decision Notice

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

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|--------------------------------------|---|--|--|
| 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: | Mo Afzal | Telephone number: 0113 3789191 | |
| Subject²: | Authority to Procure and Award Vehicle Telematics Contract | | |
| 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.) The Chief Officer Civic Enterprise Leeds approved authority to procure and award a telematics contract to Masternaut Limited using the Crown Commercial Services Framework for 4 years commencing 1 June 2022 with an annual estimated spend of £41,722. The total estimated value of the contract is £166,888 and the contract will expire on 31 May 2026. | | |
| | 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) The Council spends over £14m per annum on the maintenance, repair and fuelling of its 1,338 fleet of vehicles. In addition to the revenue expenditure there is also an annual capital fleet replacement programme for vehicles which are “approaching end of life”. Following the recent capital programme review the replacement programme stands at an average of around £2m per annum. | | |

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.

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| | <p>Given this level of fleet related revenue and capital expenditure, in order to maximise efficiencies in fleet operation and to protect the value of fleet assets, in December 2017 the Director of Resources approved a contract award for the installation of telematics to Masternaut Limited for 2 years with an option to extend for a further 2 years. The current contract, after variation of the expiry date, is due to expire towards the end of May 2022. This report seeks both an authority to procure and award a contract to Masternaut using the Crown Commercial Services Framework in accordance with Contract Procedural Rules for 4 years from 1 June 2022. The annual estimated spend for the current connected fleet (424 vehicles) is £41,722.</p> <p>Approving this report and ensuring ongoing telematics connectivity of the currently connected vehicles will enable the Council to meet its climate emergency ambitions by improving air quality through reduced emissions which the technology has proved to be able to deliver, this in turn has obvious health and wellbeing benefits. In addition, the full use of telematics will assist with the inclusive growth priority by reducing unit costs and, therefore, increasing competitiveness</p> |
| | <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A</p> |
| <p>Affected wards:</p> | |
| <p>Details of consultation undertaken⁴:</p> | <p>Executive Member</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer⁵ N/A</p> <p>Chief Asset Management and Regeneration Officer⁶</p> |

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

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

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

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| | N/A | |
| | Others | |
| Implementation | Officer accountable, and proposed timescales for implementation Mandy Snaith Contract to commence June 2022 | |
| List of Forthcoming Key Decisions⁷ | Date Added to List:- N/A | |
| | 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 Signature _____ Date _____ | |
| Publication of report⁸ | 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 _____ | |
| Call In | Is the decision available ⁹ 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 ¹⁰ Sarah Martin Chief Officer Civic Enterprise Leeds | |
| | Signature  | Date 18 th May 2022 |

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

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

⁹ 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.

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