

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 checked="" type="checkbox"/> Key Decision	<input 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 checked="" type="checkbox"/> over £1,000,000	<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
Director¹	Director of Resources		
Contact person:	Andrew Hickford	Telephone number: 07891 279970	
Subject²:	Authority to Procure for Fleet Replacement Programme 2022/23		
Decision details³:	<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 Director of Resources approved:</p> <ul style="list-style-type: none"> • Spend of £3.930m for the 2022/23 essential fleet replacement programme • The procurement of vehicles using the TPPL framework • The commencement of refuse collection fleet transition to zero emission EV <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 main impact of the proposal will be to replace older, less reliable and expensive to maintain vehicles with their modern equivalents leading to a reduction in emissions, provide improved fuel efficiency, reduce the increasing cost of maintaining the existing, aging fleet as well as contribute to tackling the climate emergency and improving air quality.</p> <p>Approving this report will enable the replacement of older vehicles and contribute to the Leeds zero carbon ambition by 2030 through progressively reducing emissions, in particular through the initiation of the transfer of refuse fleet to EV. In addition, reducing harmful emissions from older engines will improve the City's air quality and, therefore, having a positive impact on the health and wellbeing of the Leeds population.</p> <p>The procurement will be progressed in accordance with Contract Procedural Rules to ensure value for money is obtained and costs are restricted within the approved</p>		

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>funding envelope of £3.930m. The 21 vehicles (consisting of 3 EV refuse collection vehicles, 16 highway tipper gritters and 2 narrow track refuse collection vehicles) will be procured by obtaining tenders using the TPPL framework.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>Wherever possible Fleet Services have extended vehicle lives (beyond their normal replacement cycle), however the vehicles proposed for procurement need to be replaced urgently to mitigate any exponential increase in the excessive pressures arising from their maintenance spend, or use of hire vehicles to cover vehicle downtime. Those vehicles identified are at greatest risk of causing service failure.</p> <p>Where available alternative fuel options have been assessed or sought in order to help meet Leeds commitment to 2030 Net Zero ambition and Air Quality targets, however at this stage there remains a lack of viable EV or Hydrogen alternatives in much of the HGV sector.</p>
Affected wards:	N/a
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Cllr H. Hayden</p>
	<p>Ward Councillors</p> <p>N/a</p>
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	<p>Others</p> <p>Chief Officer SEAQ, Chief Officer Environmental Services, Chief Officer Civic Enterprise</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Carl Brook - Fleet General Manager, Mandy Snaith - Deputy CO CEL & Head of Catering & Fleet, Andy Hickford – Senior Project Manager</p> <p>Procurement to commence January 2023, delivery of vehicles expected by Winter 2023/24</p>
List of	Date Added to List:- July 2022

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.

Forthcoming Key Decisions⁷	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 checked="" type="checkbox"/> Yes <input 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 The Director of Resources – Neil Evans	
	Signature <i>R.N. Evans</i>	Date 29/11/22

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.