Delegated Decision Notice

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

Decision type	☐ Key Decision	☒ Significant Operational Decision	☐ Administrative Decision
Approximate value	☐ Below £500,000 ☐ £500,000 to £1,000,000 ☐ over £1,000,000	☐ below £25,000 ☐ £25,000 to £100,000 ☒ £100,000 to £500,000 ☐ Over £500,000	☐ below £25,000 ☐ £25,000 to £100,000
Director[1]	Director of City Development		
Contact person:	Thomas Wragg	Telephone number: 0113 3787026	
Subject[2]:	Report to seek a waiver of CPR 9.1 and 9.2 to enter into a contract with Roadworks Information Limited for the annual subscription of the Elgin One.network portal with the Traffic Management module (TM App) without seeking competition		
Decision details[3]:	**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 (Highways and Transportation): a) Approved the waiver of Contract Procedure Rules 9.1 and 9.2 and award a contract direct to Roadworks Information Limited (trading as Elgin) for access and use of One.network and the TM App from 1st April 2023 until 31st March 2024; and b) Approved payment by the Council of the full subscription cost consisting of the gross spend of £90,947.13 excluding VAT for provision of the One.network website to the Yorkshire and Humber Traffic Managers Group (YHTMG) consortium and £13,142.47 for the TM App per annum. With reimbursements from other authorities within the consortium the net spend for the Council is £8,766.03 excluding VAT for the website provision and £13,142.47 excluding VAT for the Traffic Management app per annum.		

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[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.

	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) One.network is one of the leading industry products for displaying information on mapping directly from the Street Works Register or by uploading via the TM app. This has been used by Leeds City Council since 2013 and the TM App since 2016. A consortium of Yorkshire highway authorities purchases One.network which reduces the Council's annual subscription rate. Leeds City Council is the lead authority in the consortium and pays the full subscription costs for all consortium members and is then reimbursed by the members.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Currently there is no other competitor that provides the same functionality as One.network One.network is the recognised national portal for up to date road works information and is used by 95% of the 175 local highway authorities in England and Wales. In addition to displaying information regarding current and planned road works, the product also displays the following information; Live traffic incidents and accidents, Google live traffic (congestion), Public events, Scheduled and live departure information for buses and trains, Google multi-modal journey planning tool, An email alert system by postcode or electoral ward, National street gazetteer information including road resurfacing restrictions, traffic sensitivity, permit streets and reinstatement types.
Affected wards:	All
Details of consultation undertaken[4]:	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer[5] Consulted & approved – Leonardo Tantari, CDIO
	Chief Asset Management and Regeneration Officer[6] N/A
	Others N/A

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[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.

Implementation	**Officer accountable, and proposed timescales for implementation**
	Thomas Wragg
	Ongoing service provision (contract commencement: 01/04/2023)
List of Forthcoming Key Decisions[7]	**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 N/A
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature Date
Publication of report[8]	**If not published for 5 clear working days prior to decision being taken the reason why not possible:** N/A
	If published late relevant Executive member's approval Signature Date
Call In	**Is the decision available**[9] **for call-in?**	☐ Yes	☒ No
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public: N/A		
Approval of Decision	**Authorised decision maker** Kate Morris, Head of Transport Planning		
	Signature *Kate Main*	**Date** 1st June 2023	