

Delegated Decision Notice

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 type="checkbox"/> Significant Operational Decision	<input checked="" 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 type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input checked="" type="checkbox"/> £25,000 to £100,000
Director¹	Chief Officer, Highways and Transportation		
Contact person:	Gary Pritchard	Telephone number: 0113 3787506	
Subject²:	To seek a waiver of CPRs 8.1 and 8.2 to Procure Buchanan Order Management to facilitate the move to Map Based Traffic Regulation Orders without seeking competition.		
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>In respect of Buchanan Order Management, the Chief Officer, Highways and Transportation was recommended to approve the waiver of the following Contracts Procedure Rule(s),</p> <ul style="list-style-type: none"> a) Contracts Procedure Rules No 8.1 and 8.2 – Intermediate Value Procurements. b) Approve the award of a contract to Buchanan Order Management and Buchanan Computing Ltd in the sum of £61,120 (excluding VAT) for specialist Traffic Regulation Order services associated with a move to Map Based Orders. The contract would commence in November 2023 and be completed 2 months later. c) To endorse an extension of the current Parkmap contract and for the additional procurement of the necessary Map Based Module <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>It is becoming increasingly common for TROs to include maps as part of their schedules and this is universally welcomed by users of TROs, from consultees to adjudicators, because of the ease with which the restrictions can be understood.</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>Furthermore, because they do not include lengthy, wordy and sometimes complex descriptions this can save a significant amount of drafting time.</p> <p>Map-based schedules have been in use for a number of years and their lawfulness has never been successfully challenged at adjudication. Maps typically represent the presence of the restrictions with suitable labels, legends etc. Additionally, maps can show the boundaries of zones, for example Permit Parking Zones.</p> <p>The cost of the contract with Buchanan Order Management would be fully funded via expected efficiency savings associated with the delivery of TROs.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>None. Since the Councils current TRO software system has been delivered and maintained by Buchanan Computing Ltd, who have been our preferred software supplier for over a decade and are considered the market leader, it is very likely that their sister company are in the best position to provide the most favourable price for this work.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>N/A</p> <p>Ward Councillors –</p> <p>N/A</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others –</p> <p>N/A</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Gary Pritchard</p> <p>Implementation in December/January 2023/24</p>
List of Forthcoming Key Decisions⁷	<p>Date Added to List:-</p> <p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>Any delay in delivery of Map Based TROs will have negatively impact on the</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.

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

	TRO teams productivity particularly given the number of TROs being promoted this year and in forthcoming years.	
	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	
	Gary Bartlett – Chief Officer, Highways & Transportation	
	Signature	Date
		10 th November 2023

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.