

# Selby District Council

## Report of an Officer Key Decision



**To:** All Councillors  
**Date:** 17 January 2014  
**Status:** Key Decision  
**Report Published:** 17 January 2014  
**Author:** Glenn Shelley Democratic Services Manager  
**Decision taken by:** Mark Steward – Managing Director of Access Selby

### **Decision taken in respect of: The Replacement of Vehicle Fleet**

The Council's Scheme of Delegation permits officers to take decisions which are Key Decisions – as defined by the Council's Constitution. Where such a decision is taken the matter is subject to the usual call-in arrangements. This report sets out details of a decision taken by an officer to award a contract for the provision of fleet vehicles. The decision has been taken in accordance with the Constitution, the Scheme of Delegation and the Procurement Procedure Rules.

The Council is required to periodically publish a forward notice of Key Decisions. However, the Council has not given notice of the need to make a key decision on the award of the vehicle fleet contract. In these circumstances, and where the urgency of the decision can be justified, special procedures allow the decision to be taken.

### **This decision is taken under the Special Urgency Provisions within the Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012.**

In accordance with the Regulations, the Chair of Scrutiny Committee agreed that the decision could be taken as a matter of urgency. The reasons for urgency were as set out below.

- The Council is required to renew its contract of the provision of fleet vehicles. The Council has a fleet of 22 vehicles, mainly engaged in property maintenance services.

- The current contract ends at the end of January 2014. The new contract will yield an annual saving of £18,000
- The award of a new contract will be a key decision because of the value of the contract exceeding £150,000. Unfortunately the need to make this decision has not been set out in the forward plan/notice of key decisions.
- It would be possible to extend the existing contract to allow the decision to be included on the next forward plan but this would delay the start of the savings and therefore cost the Council an additional £2,250.

**The Decision:**

To authorise the awarding of the contract for the lease of 22 vehicles. The new contract will yield an annual saving of £18,000 and to delay would incur unnecessary expense of £2,250.

**Alternative options considered:**

A tendering exercise was undertaken in accordance with the appropriate Procurement Procedure Rules. A number of alternative service providers provided detailed costing information which was assessed before taking the decision.

**Reason for decision:**

To allow the Council to award the new contract and securing the expenditure savings arising from the new contract without delay.

**This decision may be called in the deadline for call in is 5pm 24th January 2014.**