

NORTH EAST COMBINED AUTHORITY
Record of Delegated Decision by Officer



1. Subject of decision

Award of contract to install, operate and maintain electric vehicle charging points for the taxi trade.

Thematic Lead Area

Transport.

Delegation Reference (Refer to Meeting Minute Number or Delegation Scheme in the Constitution)

HPS4 Take any operational action which is required as a matter of urgency in the interests of the NECA, in consultation (where practicable) with the Chair of the Leadership Board, the Monitoring Officer and the Chief Finance Officer.

This decision has been delegated to one or more officer(s) under:

(a) A specific express authorisation was given to the *Head of Paid Service / Monitoring Officer / Chief Finance Officer* by the *Leadership Board* on *xx.xx.xxxx* to make and enter into appropriate contracts in relation to each project after specified consultation.

(b) a general authorisation to take such decisions **and**, the effect of the decision is to:

(i) grant a permission or licence;

(ii) affect the rights of an individual; or

(iii) award a contract or incur expenditure which, in either case, materially affects the Authority's financial position.

2. Name and Title of Decision Maker

Sheena Ramsey, Head of Paid Service (Transport).

3. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest

None.

4. Executive Summary

The region was awarded funding through the Office for Low Emission Vehicles (OLEV) Taxi Fund to install electric vehicle (EV) charging infrastructure specific to the taxi trade in order to encourage the transition to ultra-low emission vehicles.

An open procurement process has been carried out via the NEPO portal on behalf of NECA for the Joint Transport Committee to procure an operator who will install, operate and maintain electric vehicle charging points specifically for the taxi trade and thereby deliver the Office for Low Emission Vehicles' (OLEV) Taxi project.

Three submissions were received, and following the evaluation stage Swarco has been identified as submitting the most economically advantageous tender.

The tender price falls within the available budget of £500,000 and enables the full specification to be delivered.

5. Decision(s)

5(a) To appoint Swarco to design, operate and maintain electric vehicle charging points within the region. The value of the contract is £496,882.05

5(b) If Exempt or Confidential, please provide a reason:

n/a

6. Alternative options considered

To not award or to delay the contract is likely to entail the loss of this grant funding and would cause the region to lose this valuable opportunity to help promote a major strategic transport priority.

7. Reasons for the Decision(s)

The proposal represents an effective application of the grant funding available through OLEV, and enables the efficient and timely delivery of a scheme promoting the transition to electric vehicles of an important sector of transport provision in the North East.

The reason for urgency in the award of this contract is due to the conditions of grant from OLEV and timescales for its expenditure and implementation of the scheme.

8. Contact Officer

Kim Farrage, Transport North East Strategy Unit
kim.farrage@northeastca.gov.uk

0191 2778971

Mike Barker, Deputy Monitoring Officer (Transport)

mikebarker@gateshead.gov.uk

0191 4332100

9. Date of Publication

To be completed by Democratic Services

10. Date of Call-In Deadline

To be completed by Democratic Services

11. Implementation Date

To be completed by Democratic Services

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Signature of the Decision-Maker.....

A handwritten signature in black ink, consisting of a series of loops and flourishes, is written over a horizontal dotted line.

Please return the following to Emma Reynard in Democratic Services (emmareynard@gateshead.gov.uk) **within 2 working days of the decision having been taken.**

- A Word version of the completed Delegated Decision report
- A Word version of the completed Delegated Decision Record
- A scanned PDF version of the completed and signed Delegated Decision Record

The Delegated Decision will be published by Democratic Services within three working days of it being taken, and it will then be open to call-in for a further five working days.

Decisions must not be implemented until the call-in process is completed. Democratic Services officers will advise report authors and decision makers of the relevant deadlines for call-in.