**DECISIONS DELEGATED TO OFFICERS**

**Complete this form to record details of all decisions made by officers acting under delegated powers. Send the completed form to** [**forwardplan@oxford.gov.uk**](mailto:forwardplan@oxford.gov.uk)

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| **Decision title:** | Decision to award Contract for the provision of a try-before-you-buy electric Hackney Carriage rental service |
| **Decision date:** | 3rd September 2019 |
| **Source of delegation:** State how the decision was delegated. Was it an express delegation made at a meeting of Council / Cabinet or a general delegation under the Council’s Constitution? Please provide details. | City Executive Board decision 10 April 2019 to enter into a collaboration agreement, in  respect of an Innovate UK funded project “Energy Superhub Oxford” (ESO) that supports the City Council’s plans for Electric Vehicle charging and associated infrastructure.  In particular, to delegate authority to the Transition Director, in consultation with the Heads of Finance and Law and Governance, to negotiate and award any further  contracts that are necessary for the successful delivery of the project. |
| **What decision was made?** Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether information is exempt / confidential. | Decision to award a contract to EB Charging Ltd that runs until 31st March 2022 at a maximum cost to the council of £228,250.  The Supplier will design, implement and operate an electric taxi ”try-before-you-buy” service for the Hackney Taxi trade in Oxford.  Information is not confidential.  **Background:**  New emission standards for Hackney taxis were ratified by the Council in early 2019 and see Hackney taxis adopting a phased approach to zero-emission capable vehicles between 2020 and 2025, with 50 Vehicle License owners having to replace their Hackneys in 2020. From 2025, all Oxford Hackney Carriages will be required to be capable of Zero Emission Driving in line with the government’s Ultra Low Emission Taxi definition (ULEV).  89% of surveyed Oxford Hackney Carriage operators said in a 2018 CENEX study that a try-before-you-buy scheme was likely or very likely to incentivise them to acquire an electric taxi. Trials in other local authorities have shown that Trial B4 you Buy schemes help operators and drivers to develop trust in the technology and corresponding business models.  The rental service and corresponding increased uptake of ULEV taxis is projected to improve utilisation and thus return of investment of the OLEV funded Taxi Rapid charge points, 4 of which have been installed in New Manzil way, with an additional 15 expected to be installed over the coming year. We also anticipate utilization benefits of the super rapid hub planned under the Energy Superhub Oxford project in Redbridge Park and Ride. |
| **Decision made by:** Name and title of officer within the senior management structure | Tim Sadler, Transition Director |
| **Other options considered:** List any alternatives that were available to the decision taker and why they were rejected | Three alternative options were available – non-award, re-procurement or award to a less desirable contractor.  **Non-award:**  As the funding for the contract in question is specifically allocated to the contracted service under UK Innovate grant conditions, non-award could have meant to forgo the allocated funding, or renegotiate the funding purposes. Either would have risked damaging the relationship with key stakeholders – Our UK Innovate funding partners, and the stakeholders this service is designed to support, the local Hackney Carriage trade.  **Re-procurement**  Four potential suppliers engaged with the project team at the open day, and two bids were submitted. If both bids would have been unsatisfactory, re-procurement could have been considered. This was not deemed necessary due to the high score of the successful bid.  **Award to a less desirable contractor**  The bid from a second supplier was not complete as they had not submitted a complete pricing schedule in the format requested. The second supplier was given the opportunity to fully complete the tender but they did not amend their offer. As it was not possible to fully evaluate the bid from the second supplier and therefore provide a fair comparison with the successful supplier, the second supplier were not taken forward in the process. However, their quality submission was reviewed for interest, and scored for comparison. The achieved score was substantially lower than the score of the successful supplier. |
| **Documents considered:**Please attach any new documents relevant to the decision |  |
| **Key or Not Key:** (see notes overleaf): | Not Key (contract value below threshold) |
| **Wards affected:** | N/A – stakeholder group Hackney Carriage Trade non-ward specific. |
| **Declared conflict of interest:** By any Cabinet member consulted over decision. | None |
| **This form was completed by:**  **Name & title:**  **Date:** | Tim Sadler, Transition Director  3rd September 2019 |

This form must be completed and sent to Member and Committee Services **as soon as reasonably practicable** after the decision is made. Prompt notification is particularly important for **key decisions** which are subject to call-in, as the call-in deadline is within 2 working days of this decision notice being published. Before completing the form please refer to the notes overleaf.

**NOTES**

The law[[1]](#footnote-1) requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council’s website.

These requirements **apply**to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

* under a specific delegation granted at a meeting of Council or Cabinet
* under a general delegation (where responsibility is delegated in the Constitution) and the effect of the decision is to:
  + grant a permission or licence;
  + affect the rights of an individual;
  + award a contract or incur expenditure with a value in excess of £10,000;
  + award a contract with a value in excess of £10,000 but less than £1,000,000;
  + acquire or dispose of freeholds or leaseholds with a consideration or premium in excess of £10,000 but less than £500,000;
  + grant to new tenants or dispose of leases with a rental value in excess of £10,000 but less than £125,000 (this excludes assignments, holding over and rent reviews);
  + grant ‘project approval’ for projects in excess of £10,000 but less than £500,000;
  + make a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order;

These requirements **do not** apply to:

* planning and licencing matters where there are established arrangements for recording decisions: or
* decisions which are purely administrative or operational in nature

Officers making such decisions must complete a written statement containing details of the decision taken**.** A copy of this decision notice must be retained by the relevant service for at least 6 years and any background papers for 4 years.

**Exempt or Confidential information**

Information relating to a delegated officer decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council’s website.

**Key or Non Key Decision**

A key decision is an executive decision likely to have a significant effect on people living or working in at least two wards; or to incur spending or savings of £500,000 or more.

A key decision can only be taken and recorded here if notice of it has been published in the Forward Plan for at least 28 clear days. Key decisions taken by officers may be “called in” by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

1. the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7) [↑](#footnote-ref-1)