

Report to: Cabinet
Date of meeting: 18th January 2016
Report of: Jane Custance, Head of Regeneration & Development
Title: Procurement of an electric powered staff pool vehicle – exemption to contract procedures in relation to phase 3 of the Works

1.0 SUMMARY

- 1.1 In 2015 the Council extended its agreement with E-car for the provision of electrically powered vehicles to run to November 2017.
- 1.2 In February 2016 the lease on the current staff pool vehicle, a diesel powered Smart car comes to an end. There is an operational need to retain the pool vehicle facility and policy considerations favour its replacement being electrically powered. The agreement with E-car enables a suitable vehicle to be acquired within the timescale. This route would also result in all the Town Hall based electric vehicles all operating under the same maintenance, administrative and booking system, enhancing the attractiveness of the pool cars for staff considering migrating away from the use of their own vehicles for Council business mileage.
- 1.3 Widening the scope of the current E-car agreement requires the approval of an exemption to the Council's Contract Procedure Rules. In view of the above an application for exemption was made to the Managing Director and approved on 4th November 2015.
- 1.4 In line with the Procedures, the approval is being reported to Cabinet.

2.0 RECOMMENDATIONS

- 2.1 That Cabinet notes the Approved Exemption to the Council's Procurement Procedures in relation to an electric powered staff pool vehicle

Contact Officer:

For further information on this report please contact: Andy Smith, Transport & Infrastructure Section Head, Regeneration and Development
Telephone extension 8115 email: andy.smith@watford.gov.uk

Report approved by: Jane Custance, Head of Regeneration & Development

3.0 DETAILED PROPOSAL

3.1 Details of the Exemption, including the estimated cost can be found at Appendix A to this report along with an extract of the Council's Contract Procedure Rules as they relate to Exemptions.

4.0 IMPLICATIONS

4.1 Financial

4.1.1 The cost of procuring the electric pool vehicle is £4,940 pa to be met from the Regeneration & Development transport budget and income from the staff car park which is allocated to Sustainable Travel initiatives.

4.1.2 The Director of Finance comments that there are no specific financial implications.

4.2 Legal Issues (Monitoring Officer)

The Head of Democracy & Governance comments that the Contract Procurement Rules allow for an exemption to be made in exceptional circumstances. In the light of the fact that the Council already has a contract in place with E-cars to provide one electric car for officer use it was deemed to be the most sensible course of action to extend the contract to provide an additional vehicle to replace the current diesel vehicle without testing the market.

4.3 Equalities

4.3.1 Not applicable in relation to this item.

4.4 Potential Risks

Potential Risk	Likelihood	Impact	Overall score
Potential suppliers challenge the Council's decision not to procure the supply of the vehicle using a competitive tendering procedure.	1	4	4

Those risks scoring 9 or above are considered significant and will need specific attention in project management. They will also be added to the service's Risk Register.

4.5 Staffing

4.5.1 There are no staffing implications from this report.

4.6 Accommodation

4.6.1 There are no accommodation implications from this report.

4.7 Community Safety

4.7.1 There are no community safety implications from this report.

4.8 **Sustainability**

4.8.1 There are no sustainability implications from this report.

Appendices

Appendix A Exemption Record Application incorporating an extract from Watford Borough Council's Contract Procedure in relation to Exemptions and signed approval form dated 4th November 2015.

Background Papers

No background papers were used in the preparation of this report.

File Reference

None