

Officer Decision/Mayoral Decision No.:	ODN127-2019
DECISION TITLE: Transport Delivery	
NAME OF OFFICER/MAYOR EXERCISING DELEGATED POWERS: Chief Executive	
DATE OF OFFICER/MAYORAL DECISION: 5 July 2019	


Responsible Director/Mayor:	Paul Raynes - Director of Delivery and Strategy
Report Author and contact details:	Peter Geach, Legal (Principal Solicitor, Transport)
Is it a key decision?	No
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	No
KEY DECISIONS ONLY	N/A
Insert forward plan ref number	
Date when Mayor intend to make decision.	
Date report published on the website	
Implementation Date	
Does the report have any annex that contains exempt information?	

Decision taken	<p><i>Please provide the exact details of the decision taken.</i></p> <p>Decision</p> <p>The Board Decision Statement for the Board Meeting on 30th January 2019 says:</p> <p><i>It was resolved to:</i></p> <p><i>a) Note the arrangement with Inner Circle to date</i></p> <p><i>b) Authorise the Chief Executive, in consultation with the Chair of the Transport Committee, to take whatever steps are necessary to secure</i></p>
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	<p><i>appropriate consultancy arrangements after the end of March 2019 and until the appointment of the permanent transport team.</i></p> <p>And in the body of the Officer Report to the Board dated 30th January 2019 it said</p> <p><i>2.6 Whilst current spend on the contract to date is within officer delegations, if Inner Circle are successful in the mini competition, overall spend on this contract will exceed officer delegations. Hence the request for the Board to give authority to officers to carry out whatever procurement steps are necessary to secure specialist consultancy advice beyond March 2019 and until a permanent transport team can be recruited.</i></p> <p>Which confirms that the purpose of the delegation was to delegate to The Chief Executive a decision which would otherwise exceed the limits of delegation to officers.</p> <p>Officers have identified an ESPO Call-off Contract suitable for the appointment of Inner Circle and their appointment has been approved by Heidi Parker (Procurement) and Peter Geach (Legal)</p> <p>The S.73 Officer Noel O’Neil has approved the ongoing expenditure within the MTFP. Jon Alsop has confirmed that approval.</p>
<p>Authorisation (<i>delete as appropriate</i>)</p>	<p>This decision has been taken under:</p> <p>Board Decision dated 30th January 2019 delegating the Decision to the Chief Executive in consultation with the Chair of the Transport Committee</p>
<p>Background Information</p>	<p><i>Give details of background information Give more information about the proposed decision</i></p> <p>Context</p> <p><i>See above and ODN 78-2018 for context</i></p>
<p>Alternative options considered.</p>	<p><i>List alternative options considered and rejected and the reasons for rejection. Do not leave this section blank or put ‘None’. There is always an alternative even if it is to do nothing.</i></p> <p>Do nothing. This was rejected as it would have meant officers were unable to respond to the Board recommendation in timely fashion.</p> <p>Seek quotations. This was rejected due to the timescale within which the work needs to be undertaken and the particular expertise required.</p> <p>Use alternative organisations. This was rejected due to the timescale within which the work needs to be undertaken.</p>

	<p>Use recruitment agencies. This work requires an organisation that can deploy a multidisciplinary team of experts covering transport delivery, governance and planning.</p>
<p>Financial Implications</p>	<p><i>Please include the total costs and how the project will be funded. Please include budget codes for your directorate</i></p> <p>The Inner Circle Business Case for this further interim work includes the following fee proposition</p> <p><i>“EXTENSION FEE PROPOSITION</i></p> <p><i>We would propose a fixed fee of £44,000 per month for each full month, which will be reviewed with appropriate reductions on a month by month basis, as permanent members of staff are employed by CPCA.</i></p> <p><i>Total potential fee to cover 1st April 2019 until 31st March 2020 = £528,000.00 (However both parties envisage this being much lower overall price and a shorter term contract)</i></p> <p><i>Either Party shall be able to determine this contract on one month’s prior notice in writing to the other, which may be served any time after the third month of the Contract Term.</i></p> <p><i>We shall provide a full break-down of the time committed per grade on a month by month basis (we shall agree: a cap of £2,000 pcm and collar of £1,000 pcm; meaning any change in the monthly rate will only take place if the actual costs exceed the fixed rate by over those amounts (e.g. an additional costs exceed £2,000). If the actual costs do in fact exceed the cap and collar amounts they will either not be invoiced or a further invoice will be agreed.”</i></p> <p>Notes</p> <ol style="list-style-type: none"> 1. All fees are based on a 7 hr day 2. July allowance assumes transition and shut down of the commission – if the commission is extended beyond 30th June 2019 the fee proposition will alter. 3. Fees are exclusive of VAT 4. Fees included expenses.
<p>Consultation</p>	<p><i>List any relevant consultation undertaken in relation to the decision. For example portfolio holders, other Chief Officers.</i></p> <p>The following have been consulted:</p> <ul style="list-style-type: none"> • Jon Alsop/Noel O’Neill, Finance • Peter Geach, Legal • Heidi Parker, Procurement

Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	<p>List the names of any member who has been consulted on and declared an interest in relation to the decision.</p> <p>None</p>
Supporting documentation	<p>List any supporting documentation available in relation to this decision (all of this information must be retained for public inspection for a period of at least 4 years – there is no provision for the release of exempt/confidential information).</p> <ul style="list-style-type: none"> • Proposal from Inner Circle • ESPO Call Off Contract

Officer/Mayor signature	 Kim Sawyer, Chief Executive	Date 05/07/2019
<p>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</p> <p>If a public report, pass to Democratic Services and we will arrange publication.</p>		