

# EXECUTIVE DECISION

made by a Council Officer




## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD 30 23/24

Decision	
1	<b>Title of decision:</b> Contract Award: Car Club Operator Mobility Hubs
2	<b>Decision maker:</b> Paul Barnard, Service Director for Strategic Planning and Infrastructure
3	<b>Report author and contact details:</b> John Green, Net Zero Delivery Manager, SP&I <a href="mailto:john.green@plymouth.gov.uk">john.green@plymouth.gov.uk</a> T: 01752 306855
4a	<b>Decision to be taken:</b> Authorise the award of a 4-year Contract Agreement (extendable by a further 3 years) to Co Wheels CIC as the Car Club Operator for the Mobility Hubs project.
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> L43 19/20 3 <sup>rd</sup> July 2020
5	<b>Reasons for decision:</b>  Provides authorisation to spend funds allocated within Tranche 2 of the Transforming Cities Fund awarded to Plymouth City Council.  This Decision is required as the previous provider, as awarded in COD17 21/22 ceased trading and a new provider is now required.
6	<b>Alternative options considered and rejected:</b>  a) Do not award a contract to the tenderer that achieved the highest score in the procurement of a Car Club Operator and instead restart the procurement process. This has been rejected as the successful tender from the procurement of a Car Club Operator was of very high quality at no cost to Plymouth City Council. The due diligence carried out on the successful tenderer has provided the assessment team with confidence regarding the capacity of the company to provide the services required of a Car Club Operator for the Mobility Hubs project.  b) Do not award a contract for a Car Club Operator and instead recommend that the Mobility Hubs project should not include a Car Club scheme. This has been rejected as this would affect the viability of the Mobility Hubs project, which is a key component within the portfolio of Tranche 2 Transforming Cities Fund projects being supported by the Department for Transport.
7	<b>Financial implications and risks:</b>  No payment by Plymouth City Council is required for this component of the Mobility Hubs project. Though the total contract value is £1,000,000 over the term of the contract this reflects the costs and benefits to the successful tenderer in undertaking the concession contract.  The Contract Agreement requires the successful tenderer to identify Plymouth City Council against any third party claims arising out of, or connected to, services provided under the contract. They are also required to maintain appropriate insurance policies. There are no significant financial liabilities resting with Plymouth City Council.

8	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
		X		is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
8b	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	<p><b>Supporting policies within the Joint Local Plan (JLP)</b>, specifically Policy SPT9 (Strategic principles for transport planning and strategy) as it will help deliver an integrated approach to transport based upon the following principle:</p> <p>5. Providing realistic sustainable transport choices and increasing the integration of transport modes so that people have genuine alternative ways to travel.</p> <p><b>Enabling action 2.38 of the Plymouth's Climate Emergency Action Plan (2021)</b> to "commence design work on the Mobility Hubs, that will offer a low carbon multi-modal network for travel throughout Plymouth and the surrounding area".</p>		
10	Please specify any direct environmental implications of the decision (carbon impact)	With all Car Club vehicles being electric, the Car Club component of the Mobility Hubs project will provide people with lower carbon transport options compared to using private internal combustion engine cars, which if utilised will reduce the carbon emissions within Plymouth.		
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	

	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>I3a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	<b>X</b>	
		<b>No</b>		(If no go to section I4)
<b>I3b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Councillor Mark Coker – Cabinet Member for Strategic Planning and Transport		
<b>I3c</b>	<b>Date Cabinet member consulted</b>	21st December 2023		
<b>I4</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	<b>X</b>	
<b>I5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	Strategic Director for Place	
		<b>Date consulted</b>	21 December 2023	
<b>Sign-off</b>				
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS93 23/24	
		<b>Finance (mandatory)</b>	DJN.23.24.183	
		<b>Legal (mandatory)</b>	LS/00001312/1/AC16/1/24	
		<b>Human Resources (if applicable)</b>		
		<b>Corporate property (if applicable)</b>		
		<b>Procurement (if applicable)</b>	PW/PS/712/ED/1223	
<b>Appendices</b>				
<b>I7</b>	<b>Ref.</b>	<b>Title of appendix</b>		
	A	Contract Award Report Part I		
	B	Equalities Impact Assessment		
	C	Climate Impact Assessment		
<b>Confidential/exempt information</b>				
<b>I8a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for

		<b>No</b>	<b>X</b>	publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.				
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b> Contract Award Report Part 2			<b>X</b>				
<b>Background Papers</b>								
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Business Case</b> <b>Transforming Cities Fund</b> <b>Tranche 2</b>								
<b>Council Officer Signature</b>								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
<b>Signature</b>			<b>Date of decision</b>		04.01.2024			
<b>Print Name</b>	Paul Barnard							