

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	5116
Author:	Nicky Burns
Department:	Communities, Environment and Resident Services
Contact:	Nicky Burns (Job Title: City Centre Management Officer, Email: nick.burns@nottinghamcity.gov.uk, Phone: 07958472875)
Subject:	Vehicle Identification Plates for Private Hire & Hackney Carriage Vehicles - Tender approval and award of contract
Total Value:	Total of decision: ca £440,000. ca. £88,000 per annum (Type: Revenue)
Decision Being Taken:	<ol style="list-style-type: none">1) To approve the commencement of a procurement of Vehicles Identification Plates for Private Hire & Hackney Carriages on a 5 year contract made up of an initial 3 year term with the option to extend for a further 2 periods of 12 months.2) to delegate the Director of Residents Services the functions of approving the most advantageous tender, awarding the contract and the execution of the contract3) To note that the above spend has been approved by the Section 151 Officer through the Spend Control Process (Reference 6906)
Reasons for the Decision(s)	The existing contract is close to ending and given that the value of the contract is up to £440,000 over the contract period, there is a need to test the market and ensure value for money while also complying with the City Council's procurement requirements and financial regulations as well as European Public Procurement Rules
Other Options Considered:	Doing nothing is not an option as the current contract is due to expire and it is therefore in the best interests of the City Council to go out to tender and ensure a competitive contract is in place.
Background Papers:	None

Published Works:	Local Government (Miscellaneous Provisions) Act 1976 Department for Transport - Taxi & Private Hire Vehicle Licensing - Best Practice Guidance November 2023 Nottingham City Council Constitution
Affected Wards:	Citywide
Colleague / Councillor Interests:	None
Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	Licensing and the specific use of identification plates provide a visible reassurance to the public that a vehicle has been checked for safety whilst also assisting the public to identify private hire vehicles from hackney carriages. Nottingham City Council issue approximately 4500 to 5000 sets of plates per year to licensed private hire and hackney carriage vehicles. Each vehicle is fitted with three identification plates (2 external and one internal) displayed. This is not a fixed figure but an estimate upon the current number of vehicles licensed. Figures may also change as and when new vehicles are introduced or older vehicles are retired.
Equality:	EIA not required. Reasons: This decision does not directly affect services, policies or provisions
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	25/04/2024
Advice Sought:	Legal, Finance, Procurement
Commissioner Comments:	Commissioners are content with this decision
Legal Advice:	The proposals in this report do not raise any significant legal issues provided the contract is awarded in accordance with the City Council's Financial Regulations and the Public Contracts Regulations 2015. Advice provided by Amana Parveen (Solicitor) on 07/03/2024.

Finance Advice:

This decision is seeking to begin the procurement process for the supply of Vehicle Identification plates for Private Hire and Hackney Carriages to ensure best value and effective use of the Taxi License fee for the license holders. This will be on a five year contract, based on a 3 year - plus the option to extend for a further 2 as the current contract is coming to an end. The value of this decision is £440k based on circa £88k per annum expected costs with anticipated Hackney Carriage and Private Hire levels, the value of this could fluctuate based on the number of vehicles approved for these licenses which could increase or decrease in line with demand.

The cost of this contract is expected to be met through external taxi license fees and should therefore have no impact on the MTFP. Advice provided by Susan Turner (Senior Commercial Business Partner) on 29/02/2024.

Procurement Advice:

Procurement Team will support the procurement process to enable the continued supply of Vehicle Identification Plates for PH and Taxi Vehicles. It is proposed an open tender process will be followed and this meets the requirements of the CPRs and PCR 2015. There are no procurement concerns. (Advice provided by Louise Dobson, Lead Procurement Officer 05/04/2024)

Signatures

Sajid Mohammed (PH - Neighbourhoods, Safety & Inclusion)
SIGNED and Dated: 18/04/2024
Colin Parr (Corporate Director, CERS)
SIGNED and Dated: 15/04/2024