

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	<b>3269</b>
<b>Author:</b>	<b>Angela Rawson</b>
<b>Department:</b>	<b>Commercial and Operations</b>
<b>Contact:</b>	<b>Angela Rawson</b> <b>(Job Title: Licensing Manager, Email: <a href="mailto:angela.rawson@nottinghamcity.gov.uk">angela.rawson@nottinghamcity.gov.uk</a>, Phone: 01158761749)</b>
<b>Subject:</b>	<b>Vehicle Identification Plates for Private Hire &amp; Hackney Carriage Vehicles - Tender approval and award of contract</b>
<b>Total Value:</b>	<b>Total of decision: ca £400,000.</b> <b>ca. £80,000 per annum (Type: Revenue)</b>
<b>Decision Being Taken:</b>	<b>1) To approve the commencement of a procurement of Vehicles Identification Plates for Private Hire &amp; 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.</b> <b>2) to delegate the Director of Community Protection the functions of approving the most advantageous tender, awarding the contract and the execution of the contract</b>
<b>Reasons for the Decision(s)</b>	<b>The existing contract is close to ending and given that the value of the contract is up to £400,000 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</b>
<b>Other Options Considered:</b>	<b>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.</b>
<b>Background Papers:</b>	<b>None</b>
<b>Published Works:</b>	<b>Local Government (Miscellaneous Provisions) Act 1976</b> <b>Department for Transport - Taxi &amp; Private Hire Vehicle Licensing - Best Practice Guidance March 2010</b> <b>Nottingham City Council Constitution</b>

<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	<p>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.</p> <p>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.</p>
<b>Equality:</b>	EIA not required. Reasons: Does not directly affect services, policies or provisions
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	08/10/2018
<b>Advice Sought:</b>	Legal, Finance, Procurement
<b>Legal Advice:</b>	This report raises no 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 Andrew James (Team Leader Contracts and Commercial) on 31/08/2018.
<b>Finance Advice:</b>	<p>The cost of this decision is £400k which equates to £80k per year over a 5 year period.</p> <p>The budget already exists within Taxi Licensing which is funded from the licence fee payer.</p> <p>There is no impact to the MTFP in regards to this decision</p> <p>Advice provided by Michelle Pullen (Commercial Business Partner) on 07/09/2018.</p>
<b>Procurement Advice:</b>	<p>Procurement colleagues will assist with the tendering exercise to ensure that a fully compliant value for money contract is awarded.</p> <p>Advice provided by Paul Ritchie (Lead Procurement Officer) on 23/08/2018.</p>

**Signatures**

<b>Toby Neal (Portfolio Holder for Community Protection)</b>
<b>SIGNED and Dated: 01/10/2018</b>
<b>Andrew Vaughan (Corporate Director Commercial and Operations)</b>
<b>SIGNED and Dated: 18/09/2018</b>