

## OFFICER DECISION RECORD

<b>Decision Maker:</b>	Ralph Kemp – Head of Environmental Services
<b>Date:</b>	01/08/2022 – Amended 13/12/2022
<b>Title:</b>	To award a contract to CoWheels for the provision of a car club in Cheshire East to both replace the current pool car provision and be available to the general public.
<b>Decision:</b>	<p>Cheshire East Council is commissioning an EV Car Club to be used by the council to replace the current pool car facility and encourage the uptake of a car club to the wider public. The decision to direct award on the contract through the CCS framework has been taken after the issue of a PIN notice and consultation with procurement. The initial 4 vehicles will be a mix of three EV plus either a Hybrid EV/ICE or low emissions vehicles, targeted at becoming fully EV as infrastructure allows. As the success of the scheme is understood more vehicles may be provisioned for public use under a separate procurement. The contract will be a 1+1+1 and the total estimated cost £12,386 p/a. The total estimated contract value over 3 years is up to £65,000. <i>R. Kemp</i></p>
<b>Significant Decision?</b>	No
<b>Report From:</b>	Position: Senior Project Officer (Environmental Services)
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<b>Authority:</b>	<p>This record relates to an officer decision taken under: Specific delegation by Environment &amp; Communities Committee</p> <p>Environment and Communities Committee Decision 20<sup>th</sup> January 2022</p> <p><b>40. <a href="#">Carbon Neutral Programme Progress Report</a> PDF 498 KB</b></p> <p>RESOLVED: (Unanimously)</p> <p>That:</p> <p>1) progress made towards the Council's target to be carbon neutral for its own emissions by 2025 and wider influence measures to reduce carbon emissions across the borough be noted;</p> <p>2) Cheshire East Council joining the UK100 network, setting a borough-wide target to be carbon neutral by 2045 be agreed;</p> <p>3) the Head of Environmental Services be authorised to take all necessary actions to enter into a collaboration agreement between Cheshire East Council and Cheshire Wildlife Trust.</p>

	<p>4) the Head of Environmental Services be authorised to take all necessary actions to establish and procure an electric vehicle car club as a solution to reducing the carbon footprint of the Council's business travel and borough wide carbon emissions through public use of the car club.</p> <p>5) the adoption of the Manchester City Council Low Carbon Build Standard as a requirement for all construction projects undertaken by the Council be recommended to the Economy and Growth Committee;</p> <p>6) the £3.714 million Public Sector Decarbonisation Scheme Grant from the Department for Business, Energy and Industrial Strategy (BEIS) for further decarbonisation of Council buildings be accepted;</p> <p>7) the Council plan to plant trees on suitable council owned agricultural land holdings as part of the Carbon Neutral Action Plan 2020- 2025 commitment to develop natural climate solutions such as tree planting and peatland management on at least 100ha of Council owned land be noted.</p>
<b>Consultee(s):</b>	N/A
<b>Conflicts of Interest:</b>	Conflicts of interest declared by the decision maker: N/A
	Conflicts of interest declared by Consultee(s): N/A
<b>Does the report contain confidential or exempt information?</b>	No
<b>Legal Input:</b>	<p>Procurement and the Service have identified a Crown Commercial Service Framework for the provision of Public Sector Vehicle Hire Solutions (RM6013). Legal has advised on the direct award process under this Framework as well as the completion of the Order Form. Compliance with the provisions of this Framework offers the Council a compliant procurement route for the stated requirements.</p> <p><b>Paul Fox</b>, Solicitor, Senior Lawyer, Contracts &amp; Procurement Team</p>
<b>Finance Input:</b>	<p>I am satisfied that the recommended option is supportable.</p> <p><b>Neil Taylor</b>   Project Finance – Principal Accountant   Cheshire East Council   Financial and Customer Services</p>

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### 1. THE DECISION:

Cheshire East Council is commissioning an EV Car Club to be used by the council to replace the current pool car facility and encourage the uptake of a car club to the wider public. The decision to direct award on the contract through the CCS framework has been taken after the issue of a PIN notice and consultation with procurement. The initial 4 vehicles will be a mix of three EV plus either a Hybrid EV/ICE or low emissions vehicles, targeted at becoming fully EV as infrastructure allows. As the success of the scheme is understood more vehicles may be provisioned for public use under a separate procurement. ~~The contract will be a 1+1+1 and the total estimated cost £12,386 p/a.~~ The total estimated contract value over 3 years is up to £65,000.

### 2. REASONS FOR THE DECISION:

The Crown Commercial Services (CCS) Framework allows for the issue of a direct award, and it is felt in this instance to be the most appropriate procurement route. The decision to include hybrids initially is based on the range anxiety expressed by some council members and is intended to be transitional ensuring maximum uptake of the scheme with a view to move to full EV Car Club fleet to maximize carbon reductions in line with council net zero targets.

### 3. DETAILS OF ALTERNATIVE OPTIONS CONSIDERED:

The alternative option was to go out to full tender; however, this was deemed unnecessary based on the CCS framework and the time constraints of the cessation of current pool car contracts. There is an option not to change to a car club, but this is felt to be sub-optimal due to the carbon benefits and social benefits of the car club model.

### 4. BACKGROUND INFORMATION

Cheshire East Council has committed to becoming Carbon Neutral in its operations by 2025. As a result, a key area of focus has been on the Council's fleet and the potential of electrification. Due to high costs and long lead times for vehicles, alternative solutions to replacing the pool cars with electric vehicles have been explored. The Council now has committee approval to explore and procure a car club to replace the pool car provision and provide access to the public for use outside of core business hours.

In a borough of Cheshire East's size and composition it is unlikely that a commercial provider would be willing to provide a car club without an initial user such as the council. By providing the reason for the provision it is hoped that the residents of Cheshire East will see the benefits of using a car club instead of second car ownership.

On the 13<sup>th</sup> of April 2022, the Council published a PIN notice to ascertain what was available in the market and invite potential supplier to present their car club solutions and responses to several questions the council had around how a car club would work. The council received two responses to the PIN. The service have also conducted some further research with other councils and have had feedback on different providers.

### 5. [IN CASE OF URGENT DECISIONS —DETAILS OF CONSULTATION WITH RELEVANT COMMITTEE MEMBERS—AND THE DATE OF THE NEXT COMMITTEE MEETING AT WHICH THE DECISION WILL BE REPORTED]

N/A

Signed:

[Officer title]

  
Head of Environmental Services

## **\*1 Significant Decisions**

The rules relating to significant decisions are set out in the Constitution under Access to Information Procedure Rules (Chapter 3 Part 2).

Paragraphs 26 and 27 require that a Forward Plan be prepared containing matters which the committee chairs have reason to believe will be significant decisions to be taken by a committee or sub-committee during the period covered by the plan.

Paragraph 27.2 states that where the decision taker is an individual, his/her name and title shall be included in the Forward Plan.

Paragraph 29 states that: 'As soon as reasonably practicable after any decision has been made by an officer, he/she will prepare, or instruct the Proper Officer to prepare, a record of the decision, a statement of the reasons for it and any alternative options considered and rejected. Significant decisions made by Officers will also be open to inspection.'

NOTE: Significant decisions are not, merely by virtue of their significance, subject to referral.

Only decisions taken by committees/sub-committees or under a specific delegation to officers, whether significant or not, are subject to referral.

## **\*2 Referral of Decisions**

The Constitution (Chapter 3: Part 1—Section 2) paragraphs 4.19 to 4.25 sets out the procedure for Referrals of Decisions.

These rules apply to decisions taken by a service committee or by an officer with a specific delegated authority from a service committee.

Under this procedure, any decision specifically delegated to an officer can be the subject of a referral request.

It is the source of the authority for the decision rather than its significance that is relevant under this procedure.

Where a decision is the subject of a specific delegation and therefore subject to referral, that decision will not be implemented, until the expiry of 5 clear working days after the decision was made and recorded.

NOTE: A significant decision taken by an officer under powers contained in the scheme of delegation would not be subject to referral.

## **\*3 Contributors**

Whilst the report author (Service) provides the content of the report, in all cases legal and finance advice MUST be provided by an officer from Legal and Finance.

The report author may also wish to include input from other enabling services which can be included in page 2.