



Officer Decision Record

1. Subject and details of the matter (to include reasons for the decision)

North East Lincolnshire Council Concessionary Fares Scheme – Bus Pass Issuing Equipment.

Available 2020/2021 Project Budget: £57,000

Current Bus Pass System Costs: The annual cost of the NELC bus pass system fluctuates between **INFORMATION REDACTED** per year (costs funded out of Fares Budget) and the Centre4 contract costs (funded from NELC Customer Services budget) **INFORMATION REDACTED** per year (giving a total cost between **INFORMATION REDACTED**. A full breakdown of costs can be found in Appendix 1 – Section 1.

Background Information: The current bus pass issuing equipment (i.e. printers and IT Software) is owned by the Council and maintained by ESP Systex and Yorcard. The maintenance contracts expire on the 31 March 2021. To ensure best value for money, it is not recommended to extend the contracts any further.

NELC Cabinet – 7 August 2019 (Further details in relation to the Cabinet approval are included in Appendix 1 - Section 2): On 7 August 2019 the Council's Cabinet approved for officers to commence a procurement exercise for the bus pass issuing equipment, including the proposed online bus pass application portal, and make appropriate contract awards. In the event that the proposed procurement exercise does not deliver a value for money solution for the Council, utilise the national Smart Applications Management (SAM) Procurement Framework to procure the bus pass issuing equipment.

Bus Pass System Tender: In accordance with the Cabinet instruction above, a tender was advertised in October 2019. The results of the tender did not deliver the anticipated outcome. The market is limited to a small number of specialist suppliers who, also provide services to the more financially advantageous SAM Framework. For benchmarking purposes, it should be noted the following prices were submitted by suppliers:

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2. Is it a Key Decision as defined in the Constitution?

Yes. The decision is significant in terms of its effects on communities living or working in an area comprising two or more wards.

3. Details of Decision

Option 1 - Award a two-year contract to the SAM Framework by 1 January 2021 with a possible two-year extension.

Utilise the SAM Framework (Recommended option). SAM have provided a quotation (further detailed information is included in Appendix 1 Section 3 and Section 4 in relation to the SAM Framework quotation) and the Council would incur the following costs:

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If NELC utilise the SAM framework this will allow the local authority to issue bus passes online. This may make it easier to apply for a bus pass including making it easier for Immingham residents. When NELC retender the Centre4 contract (existing contract due to expire 22 May 2021 therefore the tender will need to take place early 2021), the online application portal may allow the Council to reduce the number of issuing sites and save money.

4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No.

5. Anticipated outcome(s)

Award a two-year contract to the SAM Framework by 1 January 2021 (service go live date 1 April 2021) with a possible two-year extension.

6. Details of any alternative options considered and rejected by the officer when making the decision

Option 2 - Retender – Should the Council wish to go back out to tender there is the risk, that a supplier might not be able to provide a new system by 1 April 2021.

Option 3 - Maintain the existing system and extend the contact for a further year. This option is not recommended because the existing system is over 10 years old and is approaching the end of its anticipated life expectancy.

7. Background documents considered

Cabinet Report - North East Lincolnshire Council Concessionary Fares Scheme – Bus Pass Issuing Equipment (7 August 2019).

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

N/A

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

N/A

10. Monitoring Officer Comments (Monitoring Officer or Deputy Monitoring Officer)

The decision is consistent with the Cabinet decision and subsequent delegations of 7th August 2019.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The costs are to be covered from within the existing concessionary fares revenue budget.

12. Human Resource Comments (Strategic Workforce Lead or nominee)

There are no direct HR implications.

13. Risk Assessment (in accordance with the Report Writing Guide)

Risks - The following key risks are associated with each option:

Option 1 – Utilise the SAM procurement framework

Risks associated with option 1 – The solution provided by the SAM Framework increase the annual cost of issuing bus passes due to the additional cost of issuing bus passes online. NELC Customer Services, ICT and the Data Protection Officer have received a presentation and tender documents from the SAM framework. It has been noted the SAM framework does not currently meet the NELC specification e.g multi factor authentication but the SAM framework have agreed to meet the Council's specification by 1 April 2021 should the local authority award the contract to them by 1 January 2021. This has been raised with the Council's Legal Team to ensure any contract documents take this into account and ensure the SAM framework delivers a solution which meets the Council's specification by 1 April 2021.

Option 2- Retender

Risks associated with option 2 – A new procurement exercise and delivery of new equipment may not be delivered by 1 April 2021 and this may require a contract extension with our existing providers to ensure continuous service.

Option 3 – Maintain the existing system and extend the contract for a further year

Risks associated with option 3 – This option is not recommended because the existing system is over 10 years old and is approaching the end of its anticipated life expectancy.

14. Decision Maker(s):

Name: Mark Nearney

Title: Assistant Director of Housing and Interim Assistant Director of Housing, Highways and Transport

Signed: approved via email

Dated: 11th January 2021

15. Consultation carried out with Portfolio Holder(s):

Name: Councillor Stewart Swinburn

Title: Portfolio Holder for Environment and Transport

Signed: Approved via email

Dated: 10th January 2021

16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A

APPENDIX 1 – email approval

From: Mark Nearney (NELC) <Mark.Nearney@nelincs.gov.uk>
Sent: 11 January 2021 10:27
To: Jonathan Ford (Engie) <Jonathan.Ford@nelincs.gov.uk>
Subject: RE: Officer Decision Records for review/approval

Both approved.

Mark

Mark Nearney, Assistant Director of Housing, Highways and Planning
North East Lincolnshire Council
Municipal Offices , Town Hall Square, Grimsby, DN31 1HU
Tel: 01472 324122 Mobile: 07826 344556
Email: Mark.Nearney@nelincs.gov.uk /www.nelincs.gov.uk

From: Cllr Stewart Swinburn (NELC) <Stewart.Swinburn@nelincs.gov.uk>
Sent: 10 January 2021 16:59
To: Jonathan Ford (Engie) <Jonathan.Ford@nelincs.gov.uk>
Subject: Re: Officer Decision Records for review/approval

Thanks Jonathan,

Both these ODR have my approval.

Cllr Swinburn

From: Jonathan Ford (Engie) <Jonathan.Ford@nelincs.gov.uk>
Sent: 07 January 2021 12:50
To: Cllr Stewart Swinburn (NELC) <Stewart.Swinburn@nelincs.gov.uk>
Cc: Luke Greaves (Engie) <luke.greaves@nelincs.gov.uk>; Martin Lear (Engie) <Martin.Lear@nelincs.gov.uk>; Mark Nearney (NELC) <Mark.Nearney@nelincs.gov.uk>
Subject: Officer Decision Records for review/approval

Dear Cllr Swinburn,

Happy New Year.

I understand Luke has spoken to you about the attached Officer Decision Records (ODR's) and agreed I can send the attached through for your review/ approval. The attached ODR's include:

- 5M bus service – This is funded by the external Access Fund Grant,
- Bus Pass System Tender – The attached ODR is based upon the briefing that we provided towards the end of 2020. Following the delivery of

Both of the attached ODR's have been approved by Mark Nearney.

I would be happy to discuss if you require further explanation or clarification.

Kind Regards,

Jonathan Ford CMILT
Senior Transport Officer
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Places & Communities North – NEL
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