



Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

1. Subject and details of the matter (to include reasons for the decision and detail of any previous cabinet decision)

Award a contract for the Purchase of 7 New Fully Electric 7 Seat People Carriers

The Council intends to purchase 7 (seven) New Fully Electric 7 Seat People Carriers to replace existing vehicles.

Additional Desirable Requirements are boot liners and vehicle paint colours

The whole life of the contracts for all of vehicles is: £166,152.61

Approval to procure:

Approval to procure Cabinet Decision DN16 On 17th July 2024 Cabinet considered a report from the Portfolio Holder for Environment and Net Zero seeking approval to commence the procurement exercises for fleet items over a two-year period.

RESOLVED –

1. That the commencement of procurement exercises for fleet items over a two-year period be approved.
2. That the Director of Economy, Environment and Infrastructure in consultation with the Portfolio Holder for Environment and Net Zero be delegated authority to award

contracts following the required procurement exercises for the purchase of the replacement fleet items.

3. That the Assistant Director Law and Governance (Monitoring Officer) be authorised to complete and execute all legal documentation arising.

This tender for 7 (seven) New Fully Electric 7 Seat People Carriers is one of these required procurement exercises for purchase of replacement fleet items.

An Exception Report was approved to undertake a mini- competition via the buying organisation The Procurement Partnership Ltd (TPPL) and Hertfordshire County Council Purchase Framework – Lot 1 (Ref – TPPLHCCOP03).

Four tenderers submitted bids.

Following the conclusion of the evaluation process described in Appendix 1 (closed), the Most Economically Advantageous Tender was identified as that submitted by Motus Group (UK) Ltd and so approval is sought to award the contract for the purchase of 7 (seven) New Fully Electric 7 Seat People Carriers to Motus Group (UK) Ltd.

2. Decision being taken

That the Director of Economy, Environment and Infrastructure in consultation with the Portfolio Holder for Environment and Net Zero awards the contract for 7 (seven) New Fully Electric 7 Seat People Carriers to Motus Group (UK) Ltd:

3. Anticipated outcome(s)/benefits

The contracts for the purchase of 7 (seven) New Fully Electric 7 Seat People Carriers to Motus Group (UK) Ltd will improve fleet efficiency and reduce the environmental impact of the fleet in line with the Council's Carbon Roadmap. This new contract will avoid the impact on revenue budgets of increased costs of hiring vehicles. These vehicles will enable the Council to meet its commitments under the Council plan for Stronger Communities: Nurturing our children and building their future. These vehicles will be used for transporting our looked after children and the Fostering service.

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

Options Appraisal:

OTHER OPTIONS CONSIDERED – Do nothing. This was not considered viable due to the age of the existing fleet, which results in frequent breakdowns and increased reliance on hired vehicles, negatively impacting revenue budgets and operational efficiency. There would also be an impact on the Council's Corporate image as increased downtime as an impact on Children's Services.

5. Background documents considered (web link to be included or copies of documents for publishing)

[Cabinet Report](#) and [Decision DN16](#) taken on 17th July 2024.

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

Appendix 1 – Contract Award Recommendation (closed appendix) exempt under paragraph 3 of Schedule 12A Local Government Act 1972 (as amended) for reasons of commercial confidentiality.

7. 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)

No conflicts of interest have been identified.

8. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision is an operational decision and within the constitutional remit of the named Director and Portfolio Holder. However, it remains consistent with the will and expectation of Cabinet.

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

The cost of the contract is included within the Fleet Replacement Programme which forms part of the approved capital programme. Actual costs will be reviewed as part of the established monthly monitoring process.

10. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications arising from the contents of this report.

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

If approval to award the contract is not granted, then there is a significant risk of the current revenue budgets being affected as aging vehicles would consistently break down and require the Council to hire vehicles to cover the downtime. There would also be an impact on Children's Services being able to carry out their statutory duties.

12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?

Yes. The decision links to approval to procure Cabinet Decision DN16 On 17th July 2024.

13. Decision Maker(s):

Name: Carolina Borgstrom

Title: Director of Economy, Environment
and Infrastructure

Signed: REDACTED

Dated: 23/01/2026

**14. Consultation carried out with
Portfolio Holder(s):**

Title: Portfolio Holder for Environment
and Net Zero

Name: Councillor H Hudson

Signed: REDACTED

Dated: 27th January 2026