

**To: Finance, Resources and Customer Services Policy Board**

**On: 30 January 2019**

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**Report by: Joint Report by The Chief Executive and the Director of  
Environment & Infrastructure**

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**Heading: Notification of Contract for Vehicle Leasing Authorised for Award  
under clause 9.1 j) of Council Standing Orders**

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**1. Summary**

- 1.1 The purpose of this report is to notify the Finance, Resources and Customer Services Policy Board of a Contract for vehicle leasing authorised for award by the Director of Environment and Infrastructure under clause 9.1 j) of Council Standing Orders Relating to Contracts.
- 1.2 The Council was offered a grant from Transport Scotland towards the cost of electric vehicles, a condition of which required any order made under this grant to be placed by 7 December 2018. As the next Finance, Resources and Customer Services Policy Board due was this board on 30 January 2019, to ensure that the grant could be utilised, the Head of Policy and Commissioning approved the use of standing order 9.1 j) Council Standing Orders Relating to Contracts with the requirement for retrospective reporting to this Policy Board. If this allocation of grant funding was not used then the Council may have been excluded from other grant funding opportunities from Transport Scotland at a later date.
- 1.3 In accordance with the authority granted by the Head of Policy and Commissioning under clause 9.1 j) of Council Standing Orders Relating to Contracts 2017, the Director of Environment and Infrastructure authorised the award of a Contract on 7 December 2018.

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## 2. **Recommendations**

- 2.1 The Finance, Resources and Customer Services Policy Board is asked to note the detail provided in section 3 of this report which details the contract for vehicle leasing authorised for award by the Director of Environment and Infrastructure in accordance with clause 9.1j) of Council Standing Orders Relating to Contracts 2017.
- 2.2 Note, that the contribution from the total grant allowed the Council to lease 17 electric cars for 3 years out of a 5 year lease plan, with the remaining years covered from Environment and Infrastructure' Capital – General Services Fund.

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## 3. **Background**

- 3.1 The Council was offered a grant of £208,000 from Transport Scotland towards the cost of lease or purchase of electric vehicles, a condition of which required an order to be placed by 7 December 2018.
- 3.2 Environment and Infrastructure identified 3 types of vehicles which could be sourced under this grant funding and three (3) different contracts were tendered:
- Contract 1 for the lease of 17 electric cars;
  - Contract 2 for the lease of 5 electric vans; and
  - Contract 3 for the lease of 2 electric crew vans.

The individual values of Contracts 2 and 3 were below the EU threshold and in accordance with clause 27.3 of the Standing Orders Relating to Contracts, the recommendation to award these contracts was approved by the Director of Environment and Infrastructure and the Head of Policy and Commissioning. Note that this report only relates to the award of Contract 1 for seventeen (17) electric cars as the value of this contract exceeds the EU Threshold for the provision of supplies and services.

- 3.3 The condition for awarding before 7 December 2018 was notified to the Council on 5 November 2018, so there was no further policy board to seek authority from, as the next Finance, Resources and Customer Services Policy Board due was this board on 30 January 2019. To ensure that the full grant could be utilised, the Head of Policy and Commissioning approved the use of standing order 9.1 j) Council Standing Orders Relating to Contracts and this retrospective report to

the Policy Board. If this allocation of grant funding was not used then the Council may have been excluded from other grant funding opportunities from Transport Scotland at a later date.

- 3.4 A contract strategy for this procurement and to use grant available was agreed by the Interim Head of Operations and Infrastructure and the Strategic Commercial Category Manager on 29 November 2018.
- 3.5 In accordance with standing order 9.19 j) a suitable route to market was identified for a mini-competition under Lot 1 of the Crown Commercial Services' Framework Agreement for Vehicle Leasing and Fleet Management, reference RM3710 (the " Framework") which would allow low emission electric vehicles to be sourced.
- 3.6 The procurement exercise was conducted as a single mini competition with three (3) Council Lots made under Lot 1 - Lease of Passenger Motor Vehicles and Light Commercial Vehicles Up to 3.5 tonnes of the Framework, and in accordance with the procedures for use of frameworks under the Council's Standing Orders Relating to Contracts. The mini-competition was issued via the Public Contracts Scotland – Tender portal on 3 December 2018 with the submission deadline of 5 December 2018.
- 3.7 Bids were evaluated on the basis of the most economically advantageous tender received which included an assessment of both price and quality.
- 3.8 In accordance with the authority granted by the Head of Policy and Commissioning under clause 9.1j) of Council Standing Orders Relating to Contracts, the Director of Environment and Infrastructure authorised the award of a Contract to LeasePlan UK Limited t/a Automotive Leasing for the lease of seventeen (17) electric cars for a period of five (5) years starting on the date the vehicles are delivered.
- 3.9 The approved spend under the Contract is £240,291.60 excluding VAT.
- 3.10 In accordance with the conditions of the grant, the Contract will be funded in the first three (3) years by Transport Scotland. The remaining two (2) years will be funded from Environment and Infrastructure's Services resources.
- 3.11 No Community Benefits were sought as part of this process.

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## Implications of the Report

### 1. Financial

The lease of the vehicles will be funded by the grant from Transport Scotland for the first three (3) years of the Lease Period (which equates to approximately 60% of the total cost across all 3 contracts) with the remaining two (2) years being funded from Environment and Infrastructure' Capital – General Services Fund.

2. **HR & Organisational Development**

No TUPE implications have arisen or are anticipated.

3. **Community/Council Planning**

Creating a sustainable Renfrewshire for all to enjoy – the Contract will support the delivery of this outcome.

4. **Legal**

The procurement exercise was conducted as a mini-competition under Lot 1 – Lease of Passenger Motor Vehicles and Light Commercial Vehicles Up to 3.5 tonnes, of the Crown Commercial Services Framework Agreement, reference RM3710, and in accordance with the Council Standing Orders Relating to Contracts for an above EU Threshold Services contract applying the standing order 9.1j) exemption and special arrangement due to the time limit in place for use of the grant.

5. **Property/Assets**

The Council will have the use of seventeen (17) electric cars for the Lease Period.

6. **Information Technology**

No Information Technology implications have arisen or are anticipated.

7. **Equality & Human Rights**

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following

implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety**

LeasePlan UK Limited t/a Automotive Leasing Health and Safety submission was evaluated by the Council's Corporate Health and Safety team and met the minimum requirements regarding health and safety.

9. **Procurement**

The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk**

LeasePlan UK Limited t/a Automotive Leasing's insurances have been assessed and evaluated to confirm that they meet the minimum requirements regarding insurable risk.

11. **Privacy Impact**

No Privacy Impact Assessment requirements were identified within this procurement.

12. **Cosla Policy Position**

No Cosla Policy Position implications have arisen or are anticipated.

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**List of Background Papers**

None.

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