

**EXECUTIVE MEMBER DECISION FORM**

**DECISION TO BE TAKEN BY:** Leader of the Council (Cllr Pat Hackett)

**KEY DECISION NO**

**PORTFOLIO AREA:** Leader

**PORTFOLIOS AFFECTED:** Leadership

**WARDS AFFECTED:** None

---

**SUBJECT:** Replacement of Mayor's vehicle

---

**1. RECOMMENDATION:**

That the Director of Governance and Assurance be authorised to procure by way of a lease agreement the Mitsubishi Outlander PHEV 4H from Limesquare Vehicle Rental Ltd to replace the current Mayor's car on the basis of the specification, preferences and budget agreed by the Leader of the Council in August 2019.

**2. REASONS FOR THE DECISION**

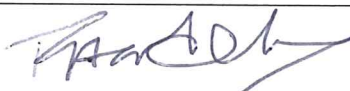
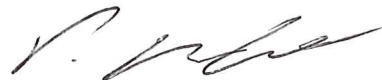
The current civic car is owned by the Council and was purchased as new. It is now considered to have reached the end of its useful life as a mayoral car. A car is required to transport the Mayor, together with the Mayor's consort and any guest, to be driven by or with the mayoral attendant to various civic and business events to represent the Borough.

**3. STATEMENT OF COMPLIANCE**

The recommendations are made further to legal advice from the Deputy Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been completed. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

**4. DECLARATION OF INTEREST**

There are none.

<b>Signed:</b> 	<b>Signed:</b> 
<b>Executive Member:</b>	<b>Chief Officer:</b>
<b>Date:</b> 24/2/20	<b>Date:</b> 25/2/20

<b>Also present:</b>	
<b>Date of Senior Policy Team Meeting(s): n/a</b>	

**A list of background papers on this issue is held with:**

Contact Officer: Steve Fox, Head of Democratic and Member Services

Date:

**Date of Publication:**

**Date of Expiry of Call-In Period:**

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

- 1.1 To ensure that an appropriate vehicle is procured, that is of suitable specification, to be utilised for civic engagements and transportation of the Mayor / Deputy Mayor.

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 The possibility of not replacing the current vehicle at this moment in time and the option to purchase rather than lease a new vehicle were considered previously , however, it was concluded that the purchasing a vehicle would not be cost effective.

### **3.0 BACKGROUND INFORMATION**

- 3.1 A car is required to transport the Mayor, together with the Mayor's consort and any guest, to be driven by or with the mayoral attendant to various civic and business events to represent the Borough.
- 3.2 The current civic car is owned by the Council and was purchased as new. It is now considered to have reached the end of its useful life as a mayoral car. The Deputy Mayor occasionally attends events on behalf of the Mayor, where there is more than one event on at the same time and it is considered important that there is civic representation is at both. On these occasions a second car is hired for the Deputy Mayor's transport. It has been suggested that the current car is kept for the Deputy Mayor, but there is not considered to be sufficient occasions nor, were the number of events at which the Deputy Mayor could attend opened out, is there sufficient budget to employ a support mayoral attendant/driver and maintain the current car to warrant retaining it. The current car also has a resale value. It is therefore not considered that the current Mayor's car is retained.
- 3.3 A procurement exercise was undertaken during October/November 2019 using the following outline specification which had previously been approved (Leader of the Council decision – 12 August 2019):
- a) A hybrid vehicle.
  - b) Sufficiently prestigious to reflect the civic image of conveying the first person of Wirral Borough.
  - c) Sober in colour and design (e.g., black, grey or dark blue)
  - d) Rear seats, space and doors to be of sufficient size to easily accommodate passengers entering and exiting in civic regalia (including headwear) when attending events.
  - e) The ability to carry three passengers in the rear of the car when required
  - f) Driver aids to include adaptive satellite navigation
  - g) Air conditioning (climate control) in both the front and rear of the car.
  - h) Desirable but not essential will include mobile wi-fi capability and in-car telephony.
- 3.4 To provide flexibility, SUV type vehicles were considered alongside traditional saloon models. This approach was adopted to ensure that the Council had a wider choice of

vehicle and more pricing options available to ensure a better value-for-money outcome, particularly if the car might be used for other purposes at any time.

- 3.5 The tender document was advertised on The Chest for a two-week period in late October/early November 2019. Six companies put forward a bid, one of which offered two vehicle options. A number of the companies who bid failed to meet a number of the criteria in the outline specification most notably the need to be hybrid whilst also being prestigious. The vehicles which scored best were hybrid vehicles with excellent environmental credentials in respect to official MPG and CO2 emissions.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 The current annual budget available for the mayor's vehicle is £7200. An officer group led by the Head of Democratic Services considered and assessed all bids in accordance with the Council's procurement procedure rules. The outcomes were based on Price – 70% and Quality – 30%. The Mitsubishi Outlander PHEV received the best score against the set criteria and was well within the budget limit and the Company has confirmed that the vehicle can be delivered in early April 2020.

#### **5.0 LEGAL IMPLICATIONS**

- 5.1 It was necessary to ensure that the proposed procurement complied with the Public Contract regulations 2015 and the Wirral Council Procedure rules. Under Section 3 of the Local Government Act 1999 the Council, as best value authority, is under a duty to secure continuous improvement in the way its functions are exercised having regard to a combination of economy, efficiency and effectiveness.

#### **6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

- 6.1 Staffing will remain constant, being a full-time mayoral attendant supplemented by casual working from additional Council staff.

#### **7.0 RELEVANT RISKS**

- 7.1 The following risks were evaluated as part of the tender evaluation exercise:
- Value for money; Compliant lease terms and conditions; and
  - Vehicle fitness for purpose

#### **8.0 ENGAGEMENT/CONSULTATION**

- 8.1 The vehicle specification requirements had been discussed with the Mayor and civic officers. Group leaders were also consulted as part of the process.

#### **9.0 EQUALITY IMPLICATIONS**

- 9.1 Wirral Council has a legal requirement to make sure its policies, and the way it carries out its work, do not discriminate against anyone. There are no direct equality impact implications arising from this report

## 10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

10.1 As per the decision taken by the Leader in August 2019, an eco-friendly/hybrid vehicle was flagged in the tender document and the officer working group gave the appropriate weighting during the scoring of the bids. The vehicles which scored best were hybrid vehicles with excellent environmental credentials in respect to official MPG and CO2 emissions.

**REPORT AUTHOR:** Philip McCourt  
Director of Governance and Assurance  
telephone: 0151 691 8491  
email: [philipmccourt@wirral.gov.uk](mailto:philipmccourt@wirral.gov.uk)

### BACKGROUND PAPERS

Tender Document  
Officer Scoring Matrix

### SUBJECT HISTORY (last 3 years)

Council Meeting	Date