

EAST LINDSEY DISTRICT COUNCIL EXECUTIVE DECISION NOTICE

1. Decision to be taken: *Purchase of Pool Car Booking Software to increase efficiency of pool car fleet.*

2. This is a: *Portfolio Holder Supported Officer Decision*

3. The following is the decision making body or person:

James Gilbert, Assistant Director for Organisational Improvement and Development

4. Financial implications from this decision have been communicated to the Portfolio Holder for Finance and the Leader.

The purchase of the software will utilise existing budgets.

5. The decision was taken on: *23 August 2019*

6. *Contact Officer and details:*

James Gilbert (Assistant Director)

James.gilbert@e-lindsey.gov.uk

01507 613415

7. List of documents submitted for consideration in relation to the matter in respect of which the decision is to be made:

- *Quotation from 'Fleetster'*
- *Procurement Exemption Form (no other provider identified)*

8. Where the documents are held and where they can be obtained from (except exempt items) when they become available:

James Gilbert

9. The reason for the decision and other alternative options considered and rejected:

Since the introduction of the corporate pool car fleet in March 2017, the cars have been administered and 'booked out' by staff using existing internal software linked to Microsoft office. The software was not designed for this specific purpose and as the pool car fleet has grown in size the system has become unfit for purpose, resulting in the fleet not operating as efficiently as required. This fact is supported following feedback from staff consultation and review of corporate pool car fleet utilisation and private mileage. The existing software package is no longer considered an option.

Other fleet management software that the council utilises in Waste & Neighbourhoods services are not suitable for 'car sharing purposes'.

Procurement of software specifically designed for 'Car sharing' purposes is considered to be the only option.

10. Declaration of any conflicts of interest of the decision making body or the individual: None
11. Provide a note of any subsequent dispensations granted by the Head of Paid service: None
12. Financial Implications of this Decision:-

Estimated cost:- circa £5,000 per year. The purchase is, however, expected to be cost neutral to the Council overall due to greater availability of the pool car fleet resulting in less private car mileage.

Funded from:- 42050-COAC-1461-000

N.B. Please enter names below, signatures will be retained as a hard copy and will not be published therefore should be provided on page 3 of this form:

13. This decision has been signed off by:

Head of Paid Service/S151 Officer or person presiding:

Robert Barlow, Chief Executive

Leader/Officer:

James Gilbert, Assistant Director for Organisational Improvement and Development.

Portfolio Holder:

Cllr Craig Leyland, Leader of the Council