

## EXECUTIVE DECISION RECORD SHEET

<b>Name of decision maker:</b>	<b>Cllr C Wyatt-Lowe</b>
<b>Portfolio:</b>	<b>Community Services</b>
<b>Date of Portfolio Holder Decision:</b>	<b>30 January 2009</b>

<b>Title of Decision:</b>	Acceptance of tender for the capital purchase of 2 nr. Mini diggers for use in the Council's cemeteries at Woodwells and Kingshill.
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<b>Decision made and reasons:</b> That the tender for the provision of a Kubota U20 Mini Digger and a Kubota U25 Mini Digger from Geo. Brown Implements Ltd be accepted and the purchase is proceeded with.	
<u>Reasons</u> The existing mini diggers used at Woodwells and Kingshill cemeteries for grave excavation work are due for replacement. The current machine at Kingshill has reached the end of its economic life. The machine at Woodwells reaches the end of its lease period in January 2009. Consideration has been given to purchasing the existing machine however it has proved to be too heavy and a replacement vehicle has been sought which will cause less damage to the lawn areas of the cemetery. The tender process has followed Procurement Standing orders and has made use of the Braintree Vehicle Procurement Framework Agreement to obtain competitive prices.  The purchase is being funded from capital programme allocation for the purchase of fleet vehicles.	
<b>Reports considered: ( here reference can be made to specific documents)</b> None	
<b>Officers/Councillors/Ward Councillors/Stakeholders Consulted:</b> Procurement Manager	
<b>Monitoring Officer comments:</b>	No further comments to add
<b>Chief Financial Officer comments:</b>	The cost of the two diggers totalling £35,755 plus VAT can be met from within the Vehicle Replacement budget with the approved capital programme.
<b>Implications:</b>	The vehicles are required to replace similar vehicles in the vehicle fleet, which are approaching the end of their lease period or economic life. Their procurement will enable the Council to continue to deliver its cemeteries service.
<b>Risk:</b>	Failure to replace the vehicles could increase the risk of service failure by increased occurrence of breakdown. This in turn could impact on service quality and reputation.
<b>Value for Money:</b>	The Council's procurement processes have been followed.

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**Options Considered and reasons for rejection:**

**Not replacing the vehicles:** Rejected as the current vehicles are either beyond economic repair or are not the most suitable vehicle for the work required.

**Portfolio Holders Signature:****Date:****Details of any interests declared and any dispensations given by the Standards Committee:****For Member Support Officer use only**

Date Decision Record Sheet received from portfolio holder: 26 January 2009

Date Decision Published: 30 January 2009

Decision No: PH/008/09

Date of Expiry of Call-In Period: 6 February 2009

Date any Call-In received or decision implemented:

**BACKGROUND**