

NORTH EAST JOINT TRANSPORT COMMITTEE
RECORD OF DELEGATED DECISION BY OFFICER

1. Subject of decision

Procurement Award- New unified Enhanced Partnership identity for North East public transport

Delegation Reference (Refer to Meeting Minute Number or Delegation Scheme in the Constitution)

Joint Transport Committee Scheme of Delegation -- Proper Officer for Transport

- 3 Contracts and Accounts:
- (ii) The acceptance of the tender or quotation duly assessed as being the lowest or the most economically advantageous:
 - a) For the supply of goods, materials or services for which financial provision has been made in JTC's Revenue Budget up to a limit of £100,000 in value for any one transaction

This decision has been delegated to one or more officer(s) under:

- (a) A specific express authorisation was given to make and enter into appropriate contracts in relation to each project after specified consultation.
- (b) a general authorisation to take such decisions **and**, the effect of the decision is to:
 - (i) grant a permission or license;
 - (ii) affect the rights of an individual; or
 - (iii) award a contract or incur expenditure which, in either case, materially affects the Authority's financial position.

NORTH EAST JOINT TRANSPORT COMMITTEE
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2. Name and Title of Decision Maker

Tobyn Hughes, Managing Director, Transport North East

3. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest

None

4. Executive Summary

A direct award negotiation process has been carried out on behalf of Transport North East by Durham County Council using their procurement contractor, Bloom. As a result of the negotiations, this report seeks approval to award the direct award contract to Creo Communications, who, on behalf of Transport North East, will lead on the creation of a strong and easily identifiable name and logo for the Enhanced Partnership.

Bloom's Procurement Team has carried out this direct award procurement exercise in line with the terms and conditions of their procurement contract with Durham County Council.

The tender price of £15,000 falls within the available budget of £15,000 and offers value for money as it enables the full specification to be delivered.

5. Decision(s)

Creo Communications be notified of the intention of Transport North East to award the contract and enter in the agreement. A contract will be prepared and sent to them for signature.

Due to timescales for this project, an inception meeting will be held with Creo on 21 December 2021.

5(b) If Exempt or Confidential, please provide a reason:

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6. Alternative options considered

There were no alternative options.

7. Reasons for the Decision(s)

The new Enhanced Partnership logo and assets need to be signed off and endorsed by the JTC by March 2022, before going live as part of the Enhanced Partnership in April 2022. An inception meeting is to be held 21 December 2021.

8. Contact Officer

Name: Kate Pawley
Title: Senior Communications and Engagement Officer
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Tel: 07596890607

9. Date of Publication

22 December 2021

10. Date of Call-In Deadline

n/a (not a key decision)

11. Implementation Date

21 December 2021

Signature of the Decision-Maker



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Please return the following to Emma Reynard in Democratic Services (emmareynard@gateshead.gov.uk) **within 2 working days of the decision having been taken.**

- A Word version of the completed Delegated Decision report
- A Word version of the completed Delegated Decision Record
- A scanned PDF version of the completed and signed Delegated Decision Record

The Delegated Decision will be published by Democratic Services within three working days of it being taken, and it will then be open to call-in for a further five working days.

Decisions must not be implemented until the call-in process is completed. Democratic Services officers will advise report authors and decision makers of the relevant deadlines for call-in.